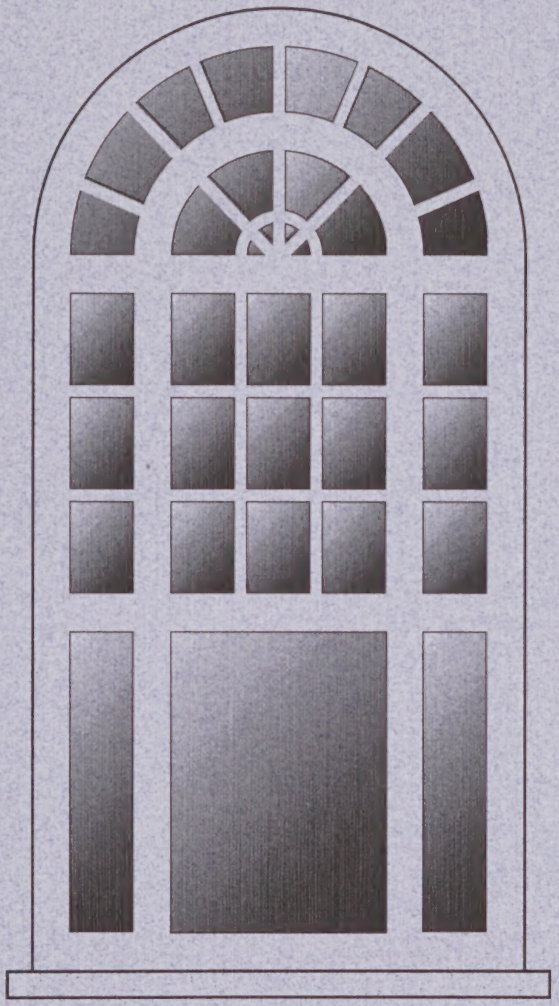

QUEENS COLLEGE

Student Handbook
1996-1997

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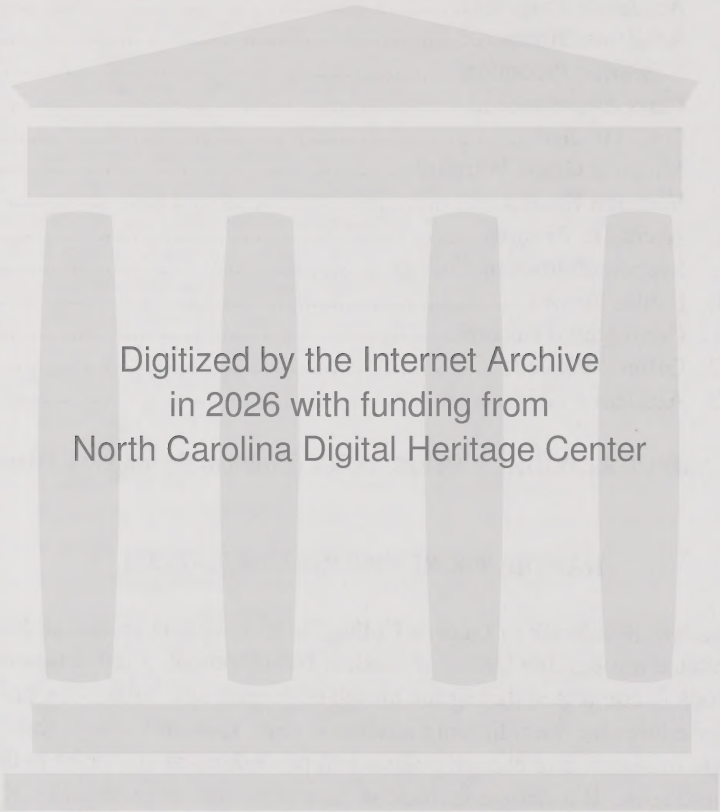
HANDBOOK REVISIONS DISCLAIMER

The Student Handbook of Queens College is reviewed on an annual basis, coordinated through the Office of Student Development. Publication of the handbook is completed during the month of August and reflects the policies and procedures for the following academic year. Queens College reserves the right to review and change polices and procedures at any point in the academic term. If a change is made in current polices or procedures, it will occur after careful review, being both reasonable and fair to those concerned. All populations of the College will be informed of any changes made and allowed adequate time to meet any changes in requirements or to adequately adapt to any change.



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CHAPTER I
INTRODUCTION

CONTENT

1. History
2. Traditions
3. Did you Know?

1. HISTORY

Queens College was founded in 1857 as the Charlotte Female Institute, then located on College Street near the center of the city. For five years after 1891 it was called the Seminary for Girls, and, after affiliating with the Presbyterian Synod of North Carolina in 1896, it became known as the Presbyterian College for Women. In 1912, anticipating the move to its present campus in Myers Park residential area in 1914, it became Queens College.

The names revived pre-Revolutionary traditions, for in 1771 a group of North Carolina colonists sought a royal charter for a Queens College, to be located in the town of Charlotte, which was named for the British queen, Charlotte of Mecklenburg. George III refused the petition, doubting the wisdom of creating an institution to perpetuate nonconformist views favored by the Scotch-Irish Presbyterians who had settled in Piedmont Carolina. A school was chartered in 1773, however, under the unusual name of Queens Museum. During the Revolution it sympathized with the colonial cause and became known as the Liberty Hall Academy.

The academy's post-Revolutionary history is sketchy, but in 1821 the Male and Female Academy Corporation was chartered to operate the Liberty Male Academy, the precursor of Davidson College, and the Charlotte Female Academy, the precursor of the Charlotte Female Institute.

In 1930 Queens became related to the Presbyterian Synod of South Carolina through a merger with Chicora College in Columbia, S.C. (formerly in Greenville). With the creation of the Synod of the Southeast in 1973, Queens' official church relationship was extended to include Presbyterians in Georgia as well as those in the Carolinas. Subsequent restructuring of the Presbyterian Church has given Queens ties to the Mid-Atlantic synods.

In the aftermath of World War II, Queens admitted its first male students in a non-residential status.

A coeducational Evening College, the forerunner of the newly named Pauline Lewis Hayworth College (Hayworth College) and the Continuing Education program, was created in 1948. Queens' first post-baccalaureate degree program, the master of business administration, was begun in the spring of 1980. It, too, admitted both men and women.

In 1987, Queens College became fully coeducational and adopted an ambitious and innovative plan for expanding and enhancing the curriculum. The plan produced the Foundations of Liberal Learning and the International Experience Programs, which were put into place in 1989.

2. TRADITIONS

MOTTO: "NON MINISTRATI SED MINISTRARE"

Translated, this means "not to be served, but to serve." This motto is a vital part of the Queens College tradition. All students are asked to follow this motto in their personal and professional lives. Recently, the Queens College community has brought this motto to life by participating as volunteers for the Special Olympics and by building a home through the Habitat for Humanity program.

THE COLLEGE SEAL

While the College seal has changed with the history of Queens, three elements have remained the same: the lamp of knowledge, the bible and the wreath of laurels. The lamp of knowledge represents the pursuit of wisdom — the foundation of a college. The bible, which the lamp of knowledge rests upon, symbolizes the strong relationship Queens has with the Presbyterian Church from which we were founded. Lastly, the wreath of laurel represents the classical education. Queens' heritage in classical learning is now highlighted by the liberal learning curriculum.

The seal can be seen throughout campus and on college publications, however, the most important seal is located on the floor of Belk Chapel in the entryway. Tradition holds that whoever steps on the seal in Belk Chapel will never receive their degree from Queens — so watch your step!

THE YOUNG DIANA

The statue of Diana near the entrance to the Trexler Center is a rich piece of Queens' history. Given to the college by Mrs. Anna Hyatt Huntington in 1940, it remains one of the finest examples of American sculpture. Many replicas of Diana can be found across the country.

Diana is a central gathering point for students. Today, as in the 1940's, you will often find Diana dressed for the weather or the holiday. It is not uncommon to see her wearing coats, t-shirts, boxer shorts, and even more lacy undergarments.

BURWELL PARLORS

In Burwell Hall, now the main administrative building, there are a series of beautifully decorated parlors. As you enter the parlors, you will notice the large antique mirrors that grace the walls and mantel. While the mirrors are certainly an decorative accent to the building, they had another purpose. In the early history of Queens when only women attended the college, they were allowed to receive their gentlemen friends in the parlors of Burwell. The students were allowed to sit and talk with their companions, but a monitor sat and watched with the help of the strategically placed mirrors. Today, you can still have a birds eye view of all the parlors if you sit just right!

WOODEN ENGLISH BENCHES

Throughout campus, you will find comfortable English garden benches. These benches are memorials to past friends and alumni of Queens College. The memorials have been given to the college by families and past classes. Take some time and read the brass plaques on the benches to learn about the history of Queens.

BOAR'S HEAD

The Boar's Head banquet was started at Queens in 1933 and has been a yearly event since that time. As tradition goes, many of the great houses of Medieval England began the Christmas feasting by bringing in a steaming boar's head garlanded with rosemary, complete with a lemon in the mouth. Queens College of Oxford has carried on the practice for some 500 hundred years. A local legend explains how an Oxford student studying the teachings of Aristotle was attacked by a wild boar. To protect himself, he shoved the book down the wild beast's throat and choked the boar to death. Thus, knowledge triumphs over the beast.

3. DID YOU KNOW?

- George Washington refers to Queens College in a diary entry dated May 28, 1791. "Charlotte is a trifling place, though the Court of Mecklenburg is held in it. There is a college there, in which, at times, there has (sic) been 50 or 60 boys."

- An assemblage of trustees and fellows met at the grammar school in Mecklenburg County on March 1, 1771 to formalize the provisions of an endowment act for Queens College. The endowment of the institution was to be collected from a 'duty of six pence per gallon on all rum or other spirituous liquors brought into and disposed of in Mecklenburg County... during the space of 10 years.

- When General Cornwallis marched his British troops into Charlotte on September 26, 1780, the school was closed (Liberty Hall). The building was used as a military hospital.

- In 1860, the population of Charlotte was 1,366. The last stage coach route, that between Wadesboro and Charlotte, ceased operation on December 15, 1874.

- Rules of the Charlotte Female Institute (1857-1891) included the following:
  - No eating at unseasonable hours;
  - No games of chance or novels;
  - No conversing from a window; and
  - No correspondence with gentlemen (brothers excepted).

- Early in February 1912, Mr. George Stephens, who was developing Myers Park, gave the College 50 acres. At that time, Myers Park was outside the city limits and considered to be a municipality of its own.

- In 1950, King George VI of England presented the college with a Bible. Ours is the third Bible that King George gave to colleges in the United States. The Bible is kept in the library when not in use in the chapel.

- Everett Library was opened in 1960. The mosaic on the front of the building is 6' high and 60' long. Made of 250,000 Italian tiles, the mosaic is a symbolic representation of the fields of knowledge included in the materials of a college library.

- Inside the library is a bust of Robert Louis Stevenson, the only one from life. The bust was completed in 1893.

- President Dwight D. Eisenhower came to Charlotte on May 18, 1954 to speak at a "20th of May" Celebration. In Freedom Park, 20 Queens students were chosen to serve box lunches to the official party.

- President Jimmy Carter stayed in Harris Residence Hall when he was in town for a week working on a Habitat for Humanity project.

- Queens students were chosen in 1994 to ride with President Clinton's official party when he was in town for the NCAA Final Four Basketball Championship.

- Queens College has been listed as an "up-and-coming" college by U.S. News & World Report.

- In May 1992, it was estimated that nearly 1 million American students received their baccalaureate degrees. Nationally, 2% participated in an international experience. At Queens in excess of 90% of our graduates had participated in an international experience. While touring the world, students never know who they might run into. For instance, in 1995, the Eastern European tour met the President of the Czech Republic, Vaclav Havel, while dining in the same restaurant

- Of these 1 million graduates, 30% had taken an internship. At Queens, approximately 90% of our graduates had completed at least one internship. Beginning in 1996 the internship experience will be required for graduation.

CHAPTER II
RESIDENCE HALL FACILITIES

CONTENT

1. Common Area Furniture
2. Damage Fees and Charges
3. Heating and Air-conditioning
4. Housekeeping, Pest Control & Maintenance Services
5. Laundry Machines
6. Room Decorating

INTRODUCTION

The residence hall in which you reside is in every sense of the word your home away from home. During no other period in your life will you have the opportunity to live and learn with so many of your peers. The residence hall environment is an dynamic part of your educational experience. Thus, it is important for you to understand what opportunities are offered to you as a resident, and how to make the most of your experience on campus.

One element of this experience is the building in which you live. This chapter will outline some of the physical elements of the residence hall which are provided for your comfort as well as the comfort of others. A good understanding of these items will better equip you to deal with problems that may arise, and help you make your residence hall the home you want it to be.

Remember as you read this chapter, that like the home that you live in with your family, there is only one person responsible for taking care of your surroundings — you! The residence hall is no different. At Queens, we promote the idea of the student learning to take care of himself/herself. An integral part of this notion is the student taking care of his/her personal property and taking pride in his/her residence hall.

1. COMMON AREA FURNITURE

Lounges, study rooms, computer rooms, reception lobbies, and other common areas are provided for the comfort and convenience of students. For this reason, furnishings in common areas should not be removed. Students who take these items to their rooms or elsewhere, on or off campus, are cheating others of the right to enjoy them, and will be subject to disciplinary action. In the case of loss or damages to these furnishings, the

entire residential unit (building, floor or suite) will be held responsible unless an individual is willing to claim responsibility.

2. DAMAGE FEES AND CHARGES

Students responsible for damages to residence hall furnishings, structures, or equipment will be charged for the appropriate labor, material, and administrative costs necessary to reimburse the college for the expenses involved. The director of residence life maintains a list of standard charges. These charges, however, may vary due to unforeseeable changes in the prices of materials.
Remember, that your room is your responsibility. All furniture in the room must be accounted for on the room condition report. You are not allowed to remove furniture from the room. Furniture may not be stored in the basement or in the hallways of any building because this presents a serious fire hazard.

Damage to walls, floors, furniture, etc., will be noted on a room condition report. A final check for damage at the end of the year will be made by the student development and campus services staff. If there are damages, they will be charged to your general account. With the exception of small nail holes, any permanent change to a room will be considered damage. This includes, but is not limited to, the use of paint, wall paper, or adhesives. Water beds are not permitted.

Daily room care and cleaning are your responsibility. Rooms should be kept in an orderly condition at all times. If you leave a dirty room at the end of the year or when withdrawing from school, you will be charged a cleaning fee of $25.

3. HEATING AND AIR CONDITIONING

The residence hall heating system is composed of a radiator system. Should you experience problems with the heating units in your room, contact your Resident Assistant (RA). The heat in the residence halls is reduced considerably over break periods, except in halls designated to remain open.

Albright, Wallace, and Long Halls are air conditioned. A limited number of rooms in Belk and Harris Halls are wired for air conditioning. If a room is not already wired, no air conditioning may be installed. Students assigned to previously wired rooms may supply their own air conditioners providing the units do not exceed 5,000 BTUs. Units rated above that level violate electrical safety regulations and are not allowed.

4. HOUSEKEEPING, PEST CONTROL, AND MAINTENANCE SERVICES

The department of campus services housekeeping staff is responsible for the proper cleanliness and appearance of residence hall public areas, such as lounges, hallways, bathrooms, and stairwells. Their duties include vacuuming, sweeping, mopping and finishing floors, carpeting and furniture care, cleaning all bathroom fixtures, changing light bulbs, and stocking supplies such as toilet paper and paper towels.

All public areas are treated for pest control. If you have a pest problem, contact your RA. Students may be required to empty their closets and cupboards. A pest control professional will treat your room as soon as possible.

The office of residence life and campus services share responsibility for maintenance services. Work order requests submitted by students to their RA or through the service request line are reviewed individually and then assigned to a work crew member. Minor carpentry, glass and carpet repairs, as well as moving furniture and supplies, are handled by campus services. Major repairs such as plumbing, heating, electrical, steam, and structural systems are often contracted out.

When service requests are made, a written record is kept by your residence hall staff and campus services. Upon completion of the request, a member of the residence life staff will call or stop by to see if repairs or services were completed to your satisfaction. Campus services will leave a comment card in your room after they have entered to make requested repairs. This comment card will describe the work completed, any problems found, and ask for feedback as to the level of satisfaction.

5. LAUNDRY MACHINES

Coin-operated washers and dryers are located in each residence hall. You are cautioned not to overload these machines. Anyone who damages the machines as a result of overloading will be responsible for the cost of repairs. Likewise, you are asked to follow the directions for washers and dryers that are posted in the laundry rooms. Dying clothes or other materials is not permitted in the laundry rooms because of the risk of damaging other's clothes. If you should have problems with laundry machines, contact the office of student development at ext. 2226.

6. ROOM DECORATING

All carpeting, furniture, and other miscellaneous personal items used in the residence hall room must be fire retardant. Candles are not permitted in your room. Wood panelling, particle board, room partitions, space heaters, and decorations (such as parachutes, fish nets, ceiling fans, and excessive number of posters) are not allowed. Extension cords are not permitted in your room, but power strips are allowed. No furniture or decorations should inhibit entry or exit in any manner. Room furnishings may only by used in ways appropriate to their construction. All of these policies help to promote a safer environment for all residents.

Please refer to residence hall policies for information concerning street signs, holiday decorations, and wooden structures.

CHAPTER III
RESIDENCE HALL SERVICES AND PROCEDURES

CONTENT

1. Check-in procedure
2. Check-out procedure
3. Holiday Closing
4. Keys and Access Cards
5. Room Changes
6. Telephone Service/E-mail
7. Television (cable)

INTRODUCTION

In this chapter you will learn about some of the general policies of checking in to and out of your assigned room, as well as how to change rooms. This chapter also outlines some of the basic services that are provided to you in order to make your life in the residence halls more enjoyable.

Carefully read the items under check-in and check-out procedures. A firm understanding of what is expected of you during your moves on and off campus will make the process faster and cause less stress. Likewise, it is important that all residents know that they have the ability to change rooms and roommates if they wish. However, it is important to follow the procedure outlined in this chapter. Failure to do so makes it necessary to move all individuals involved back to their original assignments.

There are four items that you will more than likely use everyday as a resident — your room key, your access card, your telephone, and the television. These four essential items are discussed in this chapter. If you need help or have questions regarding these items, please refer to this chapter or chapter 10 (Problem Solving at a Glance) in this handbook.

1. CHECK-IN PROCEDURE

All students are required to be checked into their rooms by a residence hall staff member at the beginning of each academic year. Rooms are to occupied only by the person(s) properly assigned to them by the residence life office.

The check-in procedure involves completing a Room Condition Report (RCR) and being issued a room key and access card.

2. CHECK-OUT PROCEDURE

All students are required to live on campus unless they reside with a parent or relative, or have been given permission by the director of residence life to do otherwise. Students who move off campus without expressed written permission will not be given a refund for that semester's housing costs.

Any student who moves out of a room for any reason must follow proper check-out procedures. These include:

If moving off campus during academic year:

a. obtain permission from director of residence life before moving from campus
b. present check-out card to your RA; make and keep check-out appointment with RA
c. remove all possessions from the room and clean before checking-out with a staff member
d. be present when room is inspected for damages
e. sign RCR
f. return keys and access card to RA

If changing rooms during the year:

a. obtain room change card from RC prior to moving
b. present room change card to your current RA at check-out appointment
c. remove all possessions from room and clean room before checking-out with a staff member
d. be present when room is inspected for damages
e. sign RCR
f. return keys to RA and access card if applicable
g. present check-in card to new RA if applicable
h. sign new RCR and receive new keys

End of the year check-out will be described by your residence hall staff near the end of the spring semester.

Any student who moves out of a room without following these steps will be subject to an improper check-out fee of $25.00. Additional charges will be made to cover the cost of repairs, cleaning, removal and storage of possessions, and lock changes, if these are necessary.

3. HOLIDAY CLOSING

Residence halls are closed during Thanksgiving and Christmas holidays and you must make alternative living arrangements. The office of student development is a resource in identifying alternative housing options for you.

The academic schedule included in this handbook indicates the official opening and closing of the residence halls. All students are expected to abide by these dates. Students who enter or remain in residence halls when the buildings are officially closed will risk losing housing privileges.

Students, with the exception of graduating seniors, must vacate rooms within 24 hours after their final semester-end examinations unless they have submitted a written request to the office of residence life. The request must be approved by the director of residence life. Graduating seniors must vacate their rooms by 5:00 p.m. on the day of graduation.

4. KEYS AND ACCESS CARDS

The residence halls are locked 24 hours a day for student protection. Entry is gained through the use of a personal access card that is assigned to each student. The access card will only open the residence hall to which you are assigned. Propping open or misusing any main entrance or fire door is a violation of residence hall policy. Loss of an access card must be reported immediately to Campus Police, located in Stulz Building. There is a $10.00 fee for access card replacement. Access cards are nontransferable. It is a violation or residence hall policy to lend your access card to anyone.

When you check into your room, you will receive a room key and an access card. For your own security, be sure to lock your door whenever you leave your room and carry your key at all times. Your room key is for your own personal use only. Lending and/or duplication of keys is prohibited.

If you lose your key, you are required to obtain a temporary replacement key immediately from your RC. If you find your key and return the temporary key to your RC within 10 days, there will no charge. If the key is not returned, your lock will be changed, and you will be billed for the replacement of the lock and key. The lock change is necessary to protect you and your roommate and future students. If you fail to return your room key when you check out, the lock will be changed and you will be charged. Whenever your lock is changed, a notice will be left on your door by your RA. A new key can be obtained from your RC when you return the old keys.

If you are locked out of your room, you may ask any RA in your building to let you in. First, try to contact the RA on your floor for assistance. If your RA is unavailable, seek help from another RA. If you are unable to locate an RA, you may call the office of student development at extension 2226. If you abuse this service by making repeated requests to unlock your door, you may be required to meet with the director of residence life to discuss alternative solutions to this problem.

5. ROOM CHANGES

Students who are changing rooms must check in properly to their new room by contacting a Resident Assistant. (Refer to the check-out procedure in this section.) Room assignment changes are permitted only upon written authorization by the director of residence life. The initial room change period will begin after the third week of the semester. If you complete an unauthorized room change, you will be required to return to your originally assigned room and will be assessed $25.00 for an unauthorized room change.

6. TELEPHONE SERVICE/E-MAIL

Telephone jacks are provided in each residence hall room, however, each student must provide their own telephone equipment. In order to make long distance calls, you are required to select a long distance carrier. If you choose the college's long distance carrier (AT&T), you will receive a long distance access code to provide security and accuracy in billing.

All residence hall rooms are assigned two E-mail addresses. With E-mail there is no need for answering machines. Students are instructed on how to access their E-mail address from on or off campus, how to change their greeting, and how to assign passwords when they arrive on campus.

7. TELEVISION (CABLE SERVICE)

Cable hook-ups are standard in each residence hall room. The college provides basic service, which is part of room costs. Students wishing to contract with the local cable provider for premium channels may do so during the first week of school. Bills are sent directly to you for these services.

CHAPTER IV
RESIDENCE HALL POLICIES

CONTENT

1. Alcohol Policy
2. Drug Policy
3. Crisis Intervention
4. Holiday Decorations
5. Pets
6. Personal/Public Space
7. Posting Policy
8. Potpourri Pots/Open Flames
9. Quiet Hours
10. Smoking Policy
11. Street Signs
12. Storage
13. Visitation
14. Weapons, Fireworks and Explosives
15. Wooden Structures and Lofts

1. QUEENS COLLEGE POSITION ON ALCOHOL

College years are a time when you learn to take responsibility for your own life, to establish your own values and beliefs, to set personal goals, to determine the priorities in your life and to recognize that actions have consequences. Few issues can have a greater impact on students' lives than the use of alcohol. You will be exposed to alcohol before, during and after your college years. Queens College recognizes the social and health problems inherent in the misuse of alcohol and discourages inappropriate student consumption of alcohol. The College seeks to provide a realistic social atmosphere on campus to develop student responsibility and permit maximum personal freedom in matters affecting student life.

1A. COLLEGE ALCOHOL POLICY

You are expected to follow all federal, state and local laws regarding the possession, sale and consumption of alcoholic beverages both on and off campus. North Carolina law allows persons 21 years of age to possess and consume alcoholic beverages. Only students of legal drinking age may possess and consume beer and/or wine in their residence hall rooms. Queens College prohibits the possession and consumption of any other alcoholic beverages besides beer and/or wine.

Underage students may not possess, consume or serve alcoholic beverages in their rooms or allow guests to do so, regardless of age. Students of legal age for consumption may not possess or serve alcoholic beverages from any common container sources (such as kegs, party balls, punch bowls, etc.). Students of legal age for consumption may not serve alcoholic beverages to guests and/or roommates who are not of legal age for consumption. Consumption of alcoholic beverages or possession of open containers of alcoholic beverages by students of legal age for consumption is limited to the student's room and is prohibited in public areas. For this purpose public areas are defined as lounges, hallways, and hall bathrooms, study areas, stairwells, etc.

With prior permission from the office of the dean of student development, beer and wine may be permitted at specially designated student social functions. Alcohol is not permitted at college-wide functions. Students, faculty, and staff are responsible at all times for complying with Queens College policies and North Carolina laws governing possession and use of alcohol.

1B. STUDENT ORGANIZATION SPONSORSHIP

Clubs, groups, and organizations seeking approval for the use of beer and wine must submit an Activity Authorization Form and have the event approved by the director of student activities at least 72 hours in advance of the event. Activity Authorization Forms may be obtained from the office of student activities.

a. The individual who submits the Activity Authorization Form is considered the host for the event. She or he assumes overall responsibility for the event and for ensuring that students and guests abide by current college policies.

   Approval will not be issued to student organizations unless the host is of legal age to consume beer and wine. Advertising that beer and wine is allowed, free or otherwise, at functions sponsored by college organizations is prohibited. Students consuming beer and wine must be prepared to verify their age by valid identification.

b. Student organization budgeted funds may not be used to purchase alcoholic beverages.

c. Appropriate supervision must be provided at all registered events where beer and wine shall be consumed. The sponsoring organization(s) or individual(s) assume(s) responsibility for enforcing college policy and

all applicable laws. Certain events may require the presence of public safety officers. The director of student activities will direct you to Campus Police to make these arrangements.

d. Approved events must also adhere to the following regulations:

Area.	The event, its noise, and the consumption of beer and wine must be confined to the specific area for which permission was granted.
Hours.	The hours of the event must fall within those times specified on the form.
Food.	Adequate food and non-alcoholic beverage must be made available based on the number in attendance.
Cleaning.	The event area must be cleaned and returned to a neat and orderly condition immediately after the event ends.
Damages.	The host will be held responsible for any damages to the event site and/or its furnishings.

1C. ALCOHOL POLICY VIOLATIONS

As with all policies of the College, it is recognized that individuals are involved in each violation. Accordingly, each violation will be treated separately with consideration given to the circumstances involved.

For many of you, this is the first time you have lived in North Carolina. It is important to know and understand the laws concerning alcohol.

It is illegal in North Carolina:

* for any person under the age of 21 to possess any alcoholic beverage with the intent to consume the beverage.
* for any alcoholic beverage to be made available by sale or otherwise to anyone under the age of 21.
* for any alcoholic beverage to be made available by sale or otherwise to anyone who is visibly intoxicated.
* North Carolina law prohibits open containers of alcohol in the public domain.

Information on North Carolina Laws Regarding Alcohol

a. Possession of Beer or Unfortified Wine:
Penalty -- If 19 or 20 years of age, the offense will be an infraction, which is an unlawful act that is not a conviction and has no legal consequence other than a fine of $25.00. If 18 years of age, it will be a

misdemeanor, which will become a matter of public record as a criminal conviction and subject to court cost and/or fines.

b. Purchase or Attempt to Purchase Beer or Unfortified Wine:
Penalty -- If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, the offense will be an infraction and will carry a fine of $25.00. If 18 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting in court costs and/or fines and, upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one year.

c. Aid and Abet in the Sale, Purchase, and/or Possession of Alcohol (including giving alcohol) by Anyone Less Than 21 Years of Age:
Penalty -- If Under 21 years of age, the offense will be a misdemeanor punishable by a fine of up to $500.00 or imprisonment for not more than six months or both, and upon conviction, the DMV will revoke the defendant's driver's license for one year.

d. Use or Attempt to Use in Order to Obtain Alcoholic Beverages When not of Lawful Age, a Fraudulent or Altered Driver's License; or a Fraudulent or Altered Identification Document Other Than a Driver's License; or a Driver's License Issued to Another Person; or an Identification Document Other Than a Driver's License Issued to Another Person:
Penalty -- If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

e. Permit the Use of One's Driver's License or Any Other Identification Document of Any Kind by Any Person Under 21 to Purchase or Attempt to Purchase or Possess Alcohol:
Penalty -- If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

The Health Risks. The college recognizes that the state of an individual's overall health affects academic performance, job performance and all aspects of a person's life. Alcohol and other substance abuse rank as one of the primary health and economic problems in American society. The use of stimulants — cocaine, crack and "ice'— include such health risks as central nervous system disfunction, convulsions, hypertension, heart irregularities, nasal destruction, and potential for sudden death. A longer lasting paranoia and unpredictable violent behavior has been associated with the use of "ice."

Apathy, decreased visual perception, impaired psychomotor skills, and memory loss may be associated with the use of marijuana.

Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgement, dangerous group activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and greatly increased number of sexually transmitted diseases.

2. QUEENS COLLEGE POSITION ON DRUGS

It is unlawful to possess, use, sell or manufacture any drug or controlled substance. The College does not tolerate the use of any illegal drugs or the possession of drug paraphernalia. The use of drugs may cause serious psychological or physiological hazards, or lead to interference with the rights and privileges of others. Possession, use, sale or manufacture of any drug or controlled substance will result in severe consequences regarding a student's status at Queens College including expulsion. In addition to residence hall and College disciplinary procedures, such actions may be reported to appropriate civil authorities.

RATIONALE:

1) Incompatibility of drugs with the goals and mission of the College;
2) Potential for jeopardizing individual's accomplishments and future opportunities;
3) Medical and psychological implications; and
4) Legal consequences.

Queens college students are expected to abide by the laws of the State of North Carolina and the federal government regarding the possession and use of drugs both on and off campus.

Counseling services are available both on and off campus for students who wish to discuss confidential matters concerning drugs and their use.

3. CRISIS INTERVENTION

In order to maintain an academic atmosphere in the residence halls, you are expected to conduct yourself in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, you are obliged to live in a cooperative manner with your roommate and other community members.

Trained and caring staff members provide assistance to students experiencing temporary emotional crisis. The counseling center is available

for students who have more serious psychological needs. Long-term assistance cannot be expected in the residence halls or campus setting and must be obtained through local, private resources or community agencies. Help in locating off campus services can be found in the counseling center.

In order to provide students with timely and quality assistance, residence hall staff are required to follow standard procedures whenever a student alludes to or engages in self-destructive or disruptive behaviors. These behaviors include but are not limited to remarks about suicide, threats of suicide, suicide gestures or attempt, etc. All situations in which a student may be in potential danger will be reported so that arrangements for help can be made. If a student demonstrates that he or she is potentially harmful to self or to others, appropriate action will be taken. The student will be required to undergo a medical evaluation. Personnel in the college counseling center are available to advise the student and the student's family on a suitable plan for assessment and treatment. The student may not return to the college until a treatment plan is in place. The student may be given a medical withdrawal (six-month minimum) from the institution, dependent upon the outcome of the evaluation and the recommendations of the counseling center and student development.

Other behavior which disrupt the residence hall community will result in an evaluation of the individual's suitability for continued residence status.

4. HOLIDAY DECORATIONS

Lighting Safety: Only mini-lights are permitted. Lighting sets must be labeled by the Underwriters Laboratories. All lights must be unplugged when residents retire for the evening or leave their rooms. Exterior lights are not permitted.

Christmas Trees: Live Christmas trees are not permitted in rooms. One artificial tree is permitted per room. Artificial trees must have a fire retardant label. Mini-lights may be hung from fire retardant trees.

Decorations: Candles and other open flames are not permitted. Use flame retardant or non-combustible decorations. Decorations having electrical cords are not permitted on doors. Decorations should not cover more than 75% of the wall space of hallways.

5. PETS

Fish tanks of 10 gallon capacity or smaller are allowed in the residence hall. You are not permitted to have other pets, including but not limited to dogs,

cats, gerbils, hamsters, mice, rats, lizards, or snakes. Any animal other than fish will be removed from your room.

6. PERSONAL/PUBLIC SPACE

You have the right to consider the interior of your assigned room as your own. Any use/decoration of that space, within the guidelines established by the office of residence life, is permitted as long as it is intended to enhance the interior of that room. You are asked to use good judgment in your choice of room personalization. Space beyond the interior of your assigned room (e.g., windows and door exteriors) is considered public space and, therefore, is maintained under the jurisdiction of residence life. Residents have the right to approach any student who displays a decoration which they believe to be offensive or obscene in order to discuss their concern.

The office of residence life seeks to provide and maintain an environment conducive to study and sleep. Any amplified sound or other noise reaching beyond the limits of an individual room is considered an infringement on other's personal space and may be addressed through residence life policies. To support this philosophy, the office of residence life has prescribed Quiet Hours and a 24-Hour Courtesy Policy which students may wish to extend in their areas. The office of residence life encourages all members of the residence hall community to use these policies to maintain their own academic environment.

7. POSTING POLICY

In public areas outside of residence halls, Trexler, and academic buildings, posters may be attached and displayed if they include the name of the individual(s) or organization sponsoring the event or product being advertised. Posting may only be done on surfaces that are designed for such purposes, for example kiosks, display panels, and bulletin boards. Display of any posters or other material on the exterior of any building, landscape features (including trees and lamp posts) or other surfaces not specifically designated as a poster display area is prohibited.

To post inside the residence halls, permission must first be received from the office of residence life. If your residence hall has posting space designated specifically for general use by residents, you may post materials there without receiving prior permission.

Materials must be mounted with tape, push pins, paper staples, or other means to allow removal without surface defacement. Stickers are to be affixed in the same manner — not with their adhesive backing. Unattached

materials, handouts and handbills are prohibited except those materials distributed in Student Government Elections and by individuals/ organizations who have secured the necessary solicitation permit from the office of student development. All materials not conforming to the above guidelines will be removed. All outdated materials must be removed the day after the event is to have taken place. Off-campus groups are required to have
their posters approved in the student development office, 203 Jernigan Center.
Posting on glass doors or windows is prohibited in all buildings on campus.

8. POTPOURRI POTS/INCENSE

Potpourri pots (candle heated) are not permitted in the residence hall. These items present dangerous fire hazards because of the open flame. Many students suffer from allergies which are aggravated by strong odors, therefore, items of this type are discouraged.

Compounding the problem of strong odors, the burning of incense is often used to mask the smell of drugs. Therefore, students are not allowed to burn incense without getting prior permission for its use from their R.C.

9. QUIET HOURS

Residence hall living requires that students be considerate of each other and reasonably quiet at all times. Observance of quiet hours in the residence hall acknowledges the right of each student to study and sleep with a minimum amount of disturbance. It is your right as well as your responsibility to let offenders know if their activities are annoying you.

Campus quiet hours are to be observed Sunday through Thursday from 11:00 p.m. to 8:00 a.m. Freshmen are to observe additional quiet hours Sunday through Thursday 7:00 p.m. to 10:00 a.m. During quiet hours, radios, stereos, and televisions must be turned off or played softly with room doors closed. Conversations must be kept to a level not to disturb others. Members of any residence hall may extend their quiet hours through a majority vote of residents.

Repeated loud use of equipment or disturbance from guests will result in a requirement that the equipment is removed and visitation privileges are reduced. Areas with 24 hour quiet hours can be established on certain floors in the residence halls. Residents and visitors should respect the intentions of these halls.

During "Reading Day" and through the exam period, 24 hour quiet hours are in effect for all residence halls.

10. SMOKING POLICY

To ensure that individuals do not infringe upon the rights of others, and in adherence with fire regulation, smoking is not permitted in Dana Auditorium, Suzanne Little Recital Hall, Trexler Student Center, Morrison Dining Hall, classrooms, or common areas of academic buildings.

All public areas of the residence halls have been designated smoke free. Public areas are defined as all lobbies, bathrooms, hallways and stairwells. Smoking is permitted only in individual student rooms with the door closed.

11. STREET SIGNS

Removal of signs from College property and city, county or state property poses a potential safety hazard for citizens. The absence of railroad crossing signs, stop signs, and direction signs threatens the lives of those who travel. Street signs, "reserved space" signs, and similar signs serve an equally important purpose. Possessing these signs constitutes theft. Residence hall staff who see these signs will either ask you to take your signs to the Department of Transportation and/or will notify Campus Police that you possess the signs. You will have 24 hours to return the signs to the Department of Transportation, usually with no penalty.

12. STORAGE

Because of possible fire hazards, personal belongings may not be stored in the hallways of the residence halls. Luggage and extra clothes can be stored in storage areas as long as space is available. All possessions must be clearly marked with name and room number. Students who need storage should contact their RA.

It is your responsibility to reclaim stored possessions. No storage can be allowed over the summer months. At the end of the academic year, unclaimed items become the property of the College. The College assumes no responsibility for stored items or items left in the hallway.

13. VISITATION

The visitation policy is meant to protect the rights of all students to enjoy a safe and comfortable living environment. Provisions of the policy make it easier to identify persons who have no legitimate reason for being in a

residence hall and also to ensure that students' guests respect and comply with residence hall policies. The policy is not geared to restrict your freedom or make visitation inconvenient. Thefts, vandalism, and even some serious assaults may occur when entry to the residence halls is unrestricted. The visitation policy will make your stay in the halls a more positive experience. Remember to carry your keys and access card at all times and have your guests call you from the courtesy phone in order to gain access to the building. By adhering to these practices, you will be heightening the standard of safety and privacy in your place or residence. You will be held responsible for the behavior of your guests and any activity which originates from your room. Escorted guests may enjoy many of the privileges of their hosts; however, hall facilities are for the use of the students residing in the building.

Residence Hall Visitation Policy:

a. A person in your hall is a legal visitor only if he/she is escorted and hosted by someone on your hall.

b. Visitors must be escorted by the hosting student at all times. You are responsible for ensuring that visitors comply with all residence hall policies and will be held accountable for the behavior of your guests.

c. Hours of visitation in students' rooms shall not exceed 10 a.m. to 12 midnight, Sunday through Thursday, or 10 a.m. to 3 a.m., Friday and Saturday. Visitors may be hosted in designated common areas past these hours. Such common areas have been established for each building and will be shared with residents during the first hall meeting. When you are hosting visitors, you are expected to conduct yourself in a considerate manner with regard to the rights and needs of your roommate and other residents.

d. You may permit a visitor of the same gender to remain in the hall beyond the hours of visitation as an overnight guest if your roommate has no objection. Overnight guests must be registered with residence hall staff and introduced to your RA. No visitor may be an overnight guest for more than three consecutive nights or for more than 10 nights total during the academic year. Registration forms for overnight guest may be obtained from your Residence Coordinator and must be signed by all occupants of the room.

e. Residents of any residence hall may vote to establish separate, more restrictive visitation policies for that hall or area. At least 60 percent of the students of that hall or area must vote affirmatively for the change.

Hall Access:

Residence hall entrance doors will be locked 24 hours a day. This action is an important crime prevention effort. Locked doors decrease larcenies, burglaries, and other undesirable activities. We ask for your support in this important effort. REMEMBER TO CARRY YOUR KEYS AND ACCESS CARD!

If you discover that an entrance door is propped open, shut it or seek assistance from a staff member. Never open an entrance door for someone else. Residents of the hall can open the door with their access card, and legitimate guests should be escorted into the building by their host. Courtesy phones are located on the exterior of most halls so that your guest can easily contact you and arrange for access and an escort when they come to visit.

Hall Staff will discuss other safety strategies with you. We encourage all students to become actively involved in Community Watch and other crime prevention programs.

14. WEAPONS, FIREWORKS AND EXPLOSIVES

The possession or use of any type of firearm, fireworks, firecracker, explosive material or dangerous weapon in the residence halls or on campus is strictly prohibited. This includes bows and arrows, B-B guns, knives and tools of the martial arts.

15. WOODEN STRUCTURES AND LOFTS

You may build wooden structures or lofts (except in Long Residence Hall), in order to create more space in your room. Lofts are a great way to personalize your space. Before building a structure, you must receive permission to build by completing a Permit for Wooden Structure form. Your structure will be inspected to make sure it meets safety standards. The structure must be painted with a fire retardant substance. In addition to these requirements, all other safety measures must be met. These are outlined in the "Wooden Structure Policy," available in the Office of Residence Life. You must read the policy before building your wooden structure and follow the policy carefully during construction and assembly.

All wooden structures that have been approved must be completed before September 21 and inspected no later than September 25.

CHAPTER V
AREAS OF STUDENT RESPONSIBILITY

CONTENT

1. Student Rights and Responsibilities
2. Community Expectations
3. Adjudication Procedures
4. Adjudication Setting and Appeals
5. Sanctions
6. Inquiry and Freedom of Expression

1. STUDENT RIGHTS AND RESPONSIBILITIES

Queens College expects that every member of the academic community will share its historic and traditional commitment to honesty, integrity, and the search for truth. In addition, Queens College is concerned with the living and learning environment for all its students. It is expected that each person will grow to have a greater respect for self, others, and property.

Because residence hall staff recognize and value their role as educators working with students who are making the final transition from adolescence to adulthood, our philosophy of discipline is one of education and acceptance of responsibility. The offices of student development and residence life are committed to providing a judicial system which will facilitate development
— one that will help you grow and learn from your mistakes — rather than imposing arbitrary punishments. This is not to say that there are no consequences for violation of the community behavior standards. Just consequences serve to uphold your autonomy and personal accountability. Self control is a vital component of life in an orderly community, and to imply otherwise would not be consistent with our educational mission. Our ultimate goal is to redirect inappropriate behavior of the individual students while protecting the rights of all community members.

The policies of the College have been established to protect the rights of all students to enjoy a safe, comfortable, and orderly living and learning environment. It is the responsibility of every student to safeguard these rights for self and others. When a student violates a policy, that student is in violation of the Honor Code. Depending on the circumstances and the seriousness of the offense, the outcome of disciplinary proceedings may

result in eviction from campus housing or expulsion from the college.

THE HONOR CODE

Queens College is firmly committed to the principles of honor and prides itself on the spirit of trust that exists among its members. At the heart of Queens College is the Honor Code. The Honor Code is based on the belief that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community.

The Honor Code at Queens College is the keystone of the College's tenet that all its citizens should act honorably and responsibly in all aspects of life, both on and off campus. The Honor Code incorporates the highest principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature men and women who act responsibly at all times, and to promote a community based on responsible citizenship, mutual trust and respect. The Code is binding on all members of the college community and applies to all phases of life at the College.

As a commitment to this system of honor, students are asked to sign the Honor Code as part of their application for admission. The Honor Code incorporates two different pledges of student conduct: the Academic Pledge and the Community Pledge. In addition, it embodies the individual's commitment to maintaining a community of honor, including taking action against those who violate the Code.

THE PLEDGE

As a member of the Queens College community, I will endeavor to maintain a spirit of integrity and honor for its own sake.

> **Academic Pledge:** I pledge truthfulness and absolute honesty in the performance of all academic work.

The academic pledge embodies the responsibilities of each student relating to the academic sphere of campus life. The Honor Council is responsible for hearing all violations of the academic pledge. Violations of the Honor Code's academic pledge covers all forms of academic dishonesty. Examples of academic dishonesty are plagiarism, computer misuse, and unauthorized removal of materials from the library. Violations of the Academic Pledge may result in sanctions ranging from failure of the class in question to expulsion from the institution.

> **Community Pledge:** I pledge to be truthful at all times, to treat others

with respect, to respect the property of others, and to adhere to the policies of the College.

The community pledge incorporates the responsibilities of every student to the welfare of community members, to their property, and to college policies. The Campus Judicial Board is responsible for hearing all violations of the community pledge. Violations of the Honor Code's community pledge include, but are not limited to, any form of hazing, harassment, verbal abuse, physical or sexual assault, racial comments or incidents; misuse of student identification or access cards; repeated violations of residence hall regulations; damage to property; and violations of other policies of the College. Violations of the Community Code may result in sanction ranging from a probationary status to eviction from the residence halls or expulsion from the institution.

> **Responsibility to the Honor Code:** Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not to tolerate any violations of its spirit or principles.

Membership in the student body at Queens College signifies your commitment to the system of governance at the college and to the Honor Code. We assume that the student who chooses to come to Queens College does so with the purpose of adhering to the spirit and the letter of its principles and policies. We expect you to become familiar with the Honor Code and to report all violations of the Honor Code to the appropriate board. Ignorance of college policies and regulations will not be accepted as an excuse.

2. COMMUNITY EXPECTATIONS

You must make every effort to establish friendly and considerate relationships with roommates, suitemates, and other students. The obligation to make cooperative living arrangements with roommates is particularly strong. Students who are not willing to make such efforts will forfeit their right to on-campus housing.

The give and take of sharing living space and adjusting to different lifestyles is part of the residence hall experience. If you have difficulty in making decisions about sharing accommodations or believe your rights are being violated by a roommate or other student, bring the matter to the attention of your RA or, if necessary, the RC for your building. No student should feel as though an inequitable or uncomfortable living arrangement has to be tolerated. Students who deliberately create such conditions for others are subject to administrative room changes or loss of housing privileges.

Residence hall staff members enforce policies for the good of all students. Warnings from staff or staff interventions with students should be taken seriously. Harassment or abuse of hall staff will not be tolerated. Students who have reason to question the judgement of a staff member or who have a complaint about staff conduct should bring the situation to the attention of an RC or call the office of residence life.

3. DISCIPLINARY PROCEDURES

The judicial system is designed to promote the Honor Code and investigate and respond to alleged violations of the Code. It is based on the principle of student self-governance and is comprised of two student judicial boards. The Honor Council and the Campus Judicial Board are comprised of elected student representatives and are responsible for interpreting and implementing the rules of the college.

The offices of student development and residence life also reserve the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Disciplinary procedures are designed to ensure due process and protect students' rights. The goal of disciplinary action is not to punish, but rather to teach responsibility and the importance of maintaining a safe, secure, and comfortable environment in which to learn and grow.

As a member of the campus community, it is primarily your responsibility to establish and maintain an atmosphere in which all members' rights are respected. For this reason, you or other members of the campus community may make referrals for disciplinary action. If you wish to report someone who has violated your rights to a comfortable environment or another's rights, see your RA or come to the office of student development.

4. DISCIPLINARY SETTINGS

Depending on the circumstances, possible policy violations may be addressed through either informal or formal means.
Informal settings are used in minor, first-time violations. The implications of inappropriate behavior and the purpose of the policy in question will be discussed with either your RC or the director of residence life. Discussions are documented and the recorded information may be used at future discipline conferences or hearings to establish a student's behavior history in the community.

Formal settings are required for serious or repeated policy violations. The student involved will face one of the following settings:

a. Conference with director of residence life

The director of residence life will meet with the student(s) to discuss possible violations. In this setting the student respondent will:

- receive written notice of the specific violation(s);
- receive reasonable time to respond to the allegations;
- receive timely notice of the date, time, and place of meeting, along with the opportunity to request a change in date and/or time in the event of previous commitments; and
- have the opportunity to request a judicial board hearing.

b. Judicial Board Hearing

If charged with a policy violation which will be heard through a Judicial Board, the student has all rights outlined above. The student also has the right to appeal decisions made by the Judicial Board.

The Composition of the boards are as follows:

The Honor Council:

- President
- Vice President
- Secretary
- Senior Class (1)
- Junior Class (2)
- Sophomore Class (2)
- Faculty Representative
- Faculty Advisor
- Student Development Officer

The Campus Judicial Board:

- President
- Vice President
- Secretary
- Faculty Advisor
- Student Development Officer
- Wallace Hall Rep.
- Albright Hall Rep. (2)
- Belk Hall Rep.
- Harris Hall Rep. (2) (upperclassmen and freshman)
- Long Hall Rep.

c. Appeals Board Hearing

If a student has been found responsible for charges filed against him/her with either the Honor Council or Campus Judicial Board, he/she has the right to appeal any decision made. The appeal must be in writing no later than 24 hours after the Hearing Board has adjourned. The appeal must be delivered to the Dean of Student Development in office 203 Jernigan Center.

a. Appeals Board hears cases involving any referral or appeal from the Honor Council or CJB including:

- Honor Council or CJB recommendations for suspension or expulsion from the College; and

- Student challenges of Honor Council or CJB decisions.

b. Membership:

- SGA President;
- Honor Council President;
- Campus Judicial Board President;
- Student Life Committee Representative;
- Vice President for Academic Affairs;
- Chairperson of the Faculty Administration Council; and
- Dean of Student Development.

5. SANCTIONS

Sanctions that may be levied in a disciplinary hearing include:

a. No Violation: the student is found not responsible for the violation in question. No action is taken.

b. Verbal Warning: the student is found responsible for the violation in question. He or she is required to speak with the director of residence life or other appropriate administrator to review the policy in question and discuss the impact the violation has had on the community.

c. Written Reprimand: the student is found responsible for the violation in question. He or she will receive a formal letter of reprimand that becomes a part of the student's disciplinary record. The policy violated is clarified, and the impact of the behavior is discussed.

d. Community Probation: a specific period of observation and review, not to exceed six weeks, will be initiated. The student may continue to live in the residence halls and represent the college, however, specific restrictions may be placed on the student (e.g. loss of visitation privileges, loss of stereo, etc.). The student is notified in writing that his/her behavior was unacceptable. Future violations of College or community standards are likely to result in

eviction from housing.

e. Disciplinary Probation: a specific period of observation and review more than six weeks in length. The student may not participate in certain events sponsored by the College or represent the College in any fashion. Future violations of College or community standards will likely result in eviction from housing or expulsion from the college.

f. Removal From Campus Housing: the student must vacate his/her room and is ineligible to live on campus for a specific period. Upon eviction, residents lose all on-campus housing rights previously granted through the lottery room selection process. Notification will be made in writing and the student granted 24 hours to complete the move. Should the student's continued presence in the residence hall pose a serious and substantial threat to the community, he or she may be required to move immediately. Students removed from housing are not entitled to any refund of room charge.

g. Definite Suspension: the student will be suspended from the college for a prescribed amount of time. During this period the student is not allowed to attend class or social functions of the college, live/visit the residence halls, or be on campus property for any reason.

h. Expulsion/Indefinite Suspension: the student is formally removed from the college and his/her relationship with the institution is terminated.

Educational Sanctions Include:

a. Campus Service: a number of community service hours, not to exceed 30, are prescribed to compensate for impact of a violation on the campus community.

b. Counseling: a requirement to meet with the Counseling Center on campus, or a private agency in the community is assigned. The student must then follow the course of action prescribed by the counselor.

c. Administrative Room Change: in the event that an individual is unable to function positively within a community on campus, it may become necessary to move the individual to another area on campus. The privilege of moving at the student's discretion is

revoked.

d. Restitution For Loss, Damage, or Service Cost: the student is assessed monetary charges in an amount not to exceed the damage, loss, or cost of services incurred.

e. Behavior Contract: an agreement will be reached specifying particular behavior required of an individual involved in a policy violation.

f. Fines: students may have monetary fines levied for policy violations. Fines may not exceed $50.00 per violation.

6. FREEDOM OF INQUIRY AND EXPRESSION

Individuals and organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. You are free to support, by orderly means, causes which do not disrupt the regular and essential operations of the college.

It is understood that in public expressions or demonstrations, you speak only for yourself. Recognized student organizations are allowed to invite and hear any person of their own choosing in a closed meeting of their organization. If nonmembers of the organization are to be admitted, and in the case of the Student Government Association whose membership is the student body, prior approval of speakers will be required from the Vice President for Academic Affairs for academic clubs and the Dean of Students for other clubs. Speakers are free to express any view; however, committees and organizations which invite speakers to appear on campus must exercise discretion and take every precaution not to invite speakers who advocate action unacceptable to the academic community. Sponsorship of guest speakers does not necessarily imply approval or endorsement, either by the sponsoring group or by the institution. Student organizations are responsible for the orderly scheduling of facilities and for conducting the occasion in a manner appropriate to the academic community. If contracts with the college are required for speakers or guests, they must be reviewed by the Dean of Students.

CHAPTER VI
SAFETY ON CAMPUS

CONTENT

1. Automobiles on Campus
2. Bicycles
3. Electrical Appliances
4. Fire Safety
5. Other Safety-Related Policies
6. Personal Safety
7. Rape and Sexual Assault
8. Sexual Harassment/General Harassment
9. Residence Hall Safety Inspections
10. Right of Entry
11. The Department of Campus Police
12. Weather Safety

1. AUTOMOBILES ON CAMPUS

All students at Queens are allowed to bring cars to campus. Cars must be registered with Campus Police, located on the first floor of Stultz Building. Each registered automobile is issued a parking permit which must be affixed to the left rear bumper of the vehicle or to the lower left corner of the rear windshield. A vehicle is not considered registered until the sticker permit is displayed on the vehicle. Parking on campus is limited. Each parking permit indicates the zone or area in which that vehicle is authorized to park. Parking in unauthorized zones will result in a parking fine. A vehicle that receives 10 parking violations will be towed at the owner's expense.

A parking appeals review is available to anyone who wishes to appeal a parking ticket. Students are responsible for their visitors and will be held responsible for citations issued to vehicles traced to direct family members or guests.

2. BICYCLES

If you bring a bicycle to campus, be sure to bring a high security lock such as "Kryptonite" or "Citadel" to keep it secure. Bicycles may not be stored

in halls, stairwells, or common areas of the residence halls. Bicycles in these areas are unsightly and present a potential obstacle during any evacuation of a building.

Bicycle racks are located in front of Albright and Harris Halls and beside Wallace Hall. Bicycles that are stored in the residence halls will be removed by the College without notice to the student. Bicycles must be registered with Campus Police and engraved for your protection against theft.

3. ELECTRICAL APPLIANCES

We realize that you will not be eating all your meals in the dining hall or snack bar and that you will cook some light meals in your room. For fire safety reasons, cooking is only permitted with a microwave oven. The following appliances are also allowed in a residence hall room: coffee pots, fans, hot-air popcorn poppers, hair dryers, stereos, computers, refrigerators (up to three cubic feet), televisions, and electric curlers.

The following appliances are NOT approved for use in the residence hall rooms: electric ovens, hot plates, toasters, toaster ovens, sunlamps, irons, and ceiling fans. These items are not allowed for reasons of electrical capacity of the buildings and/or potential fire hazards.

Regular extension cords are not permitted. You are only permitted to use power strips with surge protection. Fire and surge damage may occur in stereos, computers, televisions and other appliances if they are not protected by these devices.

4. FIRE SAFETY

Policies. In order to minimize the risk associated with fire in a community living environment, students demonstrating any of the following behaviors will be subject to disciplinary actions.

- Falsely reporting fire or any other emergency (including bomb threats), falsely reporting a serious injury and pulling a fire alarm when no fire is evident.
- Setting a fire.
- Possession or use of flammable or highly combustible materials.
- Tampering with or misusing (either accidental or intentional) fire/

safety equipment including: fire extinguishers, sprinklers, exit signs, fire pull stations, fire alarm system or smoke detectors. DO NOT HANDLE SMOKE DETECTORS. If you perceive a problem contact an RA or RC immediately.

- Possession, use, or manufacture of fireworks or explosives.
- Use of unauthorized appliance.
- Burning of open flame (sterno, candles, lanterns).
- Failure to leave building when hearing a fire alarm or when being so directed by a College staff member.

Extinguishers and Pull Stations. Fire extinguishers and fire alarm pull stations are located on each floor. Be sure that you know their location in case fire occurs. For your own safety, do not tamper with them, as this could jeopardize their availability and operation in the event of a fire. Report anyone who engages in such activity to your RA or Campus Police.

Drills. To help you become familiar with fire procedures, drills will be held in each residence hall during the semester. Be sure to leave the building whenever the alarm sounds. Do not assume that it is a drill. Your RA will review evacuation procedures during your floor meetings. If you have questions or concerns, please address them to your RA.

Programs. The office of residence life, in cooperation with the department of campus police, offers programs on fire prevention and fire safety. You are encouraged to attend such a program, when it is scheduled in your hall.

5. OTHER SAFETY RELATED POLICIES

Due to the potential danger to lives and property, and out of consideration for the rights and privacy of others, students demonstrating any of the following behaviors will be subject to disciplinary action:

- Throwing, dropping or ejecting any object from a window, balcony, stairwell or roof. You will be held responsible for any such object originating from your assigned rooms.
- Unauthorized entry into any restricted, locked, or closed residence hall space or entry into a hall when residence hall is closed for scheduled college breaks.
- Unauthorized duplicating, lending, or borrowing of room keys or

access card.

- Failure to provide proper identification when requested to do so by college officials acting in the performance of their duties.

- Interfering or tampering with residence hall security systems.

- Riding skateboards, in-line skates, bikes or other like modes of transportation or throwing any object in the residence halls.

- Engaging in sports (e.g. golf, lacrosse, soccer, hockey, etc.) within the residence hall.

A safe and secure living community for residents is important. Any action on the part of a resident that threatens the safety or security of another resident or his/her property will result in disciplinary action. Potentially dangerous actions include, but are not limited to, providing or allowing entry to non-residents or unauthorized individuals, propping locked doors, lending keys to non-residents, accessing student rooms other than one's own, taking another's property, tampering with locks, and/or removing screens from windows.

Throwing any object from windows is a danger to students outside the building and therefore is prohibited. Hanging outside or climbing from windows is also prohibited. Screens must remain in the window at all times. Missing screen will result in a charge of $25.00 per screen replacement.

6. PERSONAL SAFETY

Residence Hall Students. A college community, like any other community, experiences accidents, crime, and injuries. No barrier exists around a college to protect the campus, including residence halls, from the same types of dangers existing in the surrounding city and county. Absolute safety cannot be guaranteed to anyone, including residence hall students. However, there are steps that each person can take to protect them self and others. Attend programs on safety. Get to know the police officers on campus and use them as a resource. But most importantly, safety comes when you use your common sense.

In an attempt to maintain secure residence halls, the office of residence life has established certain policies and procedures. However, these measures are successful only when everyone works together, follows them, and enforces them. Creating a safer residence hall and college community requires your active participation. Ultimately, your safety depends on you.

Safety Steps. Here are several simple steps which you can take to help protect yourself, your valuables, and your friends:

- Lock your door whenever you leave your room or go to sleep.
- Do not prop open or tamper with the locks on hall entrances or room doors. Do not let strangers into the building.
- Protect your property by engraving it with your name, driver's license number and state abbreviation. Engravers are available from the Department of Campus Police or your residence hall staff.
- Report any safety concern to your residence hall staff. Do not walk alone, take advantage of the escote service.

For more information concerning safety on campus, and crime statistics, please refer to the Campus Police Handbook, made available to students at the beginning of each Fall Term. If you do not have a copy, you made obtain one at the Campus Police Office.

7. RAPE AND SEXUAL ASSAULT

Rape is a general term often used to refer to any sexual act against your will or without your consent. North Carolina law refers to sexual intercourse without your consent or against your will as "rape." Any other sexual act against your will is a "sexual offense." Sexual offense carries the same penalties as rape.

About half of all rapes and sexual assaults are committed by someone known to the victim. Of those, over 80% involve the misuse of alcohol. Many of these are termed "date rape," where the victim is coerced into unwanted sexual activity. Just as in the case of preventing or stopping rape by a stranger, common sense and assertiveness are important. Rape is rape; and whether or not you know the rapist doesn't make it any less a rape. If someone you know makes unwanted advances, don't be afraid to resist strongly. If you say "NO!" do whatever is necessary to get the point across. If you are going out on a blind date, or with someone you met casually, you might ask yourself a few questions such as: Do I know anything about this person? Where are we going? Do I have enough money to get back home by myself? Will other people be around? Does anyone else know where I am going? A little advance thought may prevent you from finding yourself in a vulnerable situation later.

If you are raped or sexually assaulted, here are some contact to help you help yourself:

- The Office of Student Development: 337-2226
- The Office of Residence Life: 337-2455
- Your RC or RA

- Seek medical attention (even if there are no injuries). Call one the local hospitals: Carolinas Medical Center — 355-2000; Presbyterian Hospital — 384-4000; or Mercy Hospital — 379-5000.

- Call Campus Police at 337-2306 if the incident occurred off campus; they will have someone come to get you.

- Contact the rape crisis center (24 hour counseling and support for victims of sexual assault): 375-9900

- You can seek support any time from the following campus resources: The Counseling Center: 337-2556

8. SEXUAL HARASSMENT/GENERAL HARASSMENT

Queens College seeks to maintain a learning and work environment free from harassment, sexual or otherwise. Any type of harassment is a barrier to the purpose of the College and thus is unacceptable.

Determining what constitutes harassment will depend on the particular circumstances, but certain basic definitions apply. Harassment comprises any offensive, unwelcome comments, advances or requests which have the affect of creating an intimidating, hostile, or offensive learning or working environment.

The College has established complaint procedures for harassment involving staff, faculty or students. A student with concerns or a grievance should seek help from the Dean of Students Office found on second floor Jernigan Center.

9. RESIDENCE HALL SAFETY INSPECTIONS

The department of Campus Police with the office of residence life will conduct periodic inspections throughout the year in the residence halls.

The inspections will include a check of areas such as:

a. electrical, heating and cooling appliances;
b. combustibles;
c. housekeeping, health hazards and pest control; and
d. wooden structures and lofts.

Please read the handbook carefully for items which are not allowed for use in the residence halls.

Inspectors entering your room will leave notification of the inspection. Violations are to be corrected within a 24 hour period. Follow-up inspections will be conducted to determine if the correct action has been taken. Failure to correct safety violations will result in disciplinary action.

10. RIGHT OF ENTRY

Only in extreme circumstances staff members have the right of access to student rooms in the performance of their duties, including general inspections. Staff members who need to enter a room will knock and identify themselves. If there is no response, or if the door is not opened, a pass key will be used and the room will be entered. Contraband items (those prohibited by policy of the college or North Carolina state law) in clear view may be confiscated by the staff member and used for disciplinary purposes. Whenever possible, students will be notified in advance; however, there may be entries without notice. A student's request for repairs automatically constitutes authorization for entry.

A search may be conducted by an authorized staff member if there is probable cause to believe that a violation of federal, state, or local laws, or college policy has occurred or is taking place. Reasonable efforts will be made to have the individual present when the room is being searched. A member of the student development staff will always be present during a search. If any items are taken from the room, a signed receipt listing each item will be given to the resident(s) or left in the room.

11. CAMPUS POLICE

Campus Police officers are North Carolina certified police officers who patrol the campus 24 hours a day and are on duty all year (including holidays). The Campus Police Department was established to maintain a safe environment for the college community through police, security, safety and traffic service. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety.

Escort Service. Persons may call ext. 2306 or come by the Campus Police office to request an escort either to or from the parking lots, residence halls or academic buildings. This service is available 24 hours a day.

12. WEATHER CONDITIONS

Although Charlotte is not known for bad weather, there are times when hurricanes and tornadoes have moved through the area. In these cases, it is important that you know what to do for the protection of your health and property.

If the approach of dangerous conditions is reported, the residence hall staff will be made aware by the department of Campus Police. At that time, the RA's will inform students of the building evacuation procedures and/or other safety procedures. It is expected that students will follow the directions given to them by college officials during dangerous weather.

CHAPTER VII
CAMPUS SERVICE

CONTENTS

1. Banking Services
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COLLEGE SERVICES AND RESOURCES

The college is actually a small community with many of the resources and services of a hometown. Following is a description of the major services Queens College provides:

1. BANKING SERVICES

Student Bank: Located on the first floor of Jernigan, the Student Bank is open for you to cash checks Monday, Wednesday and Friday, 1:00 pm - 3:00 pm and Tuesday and Thursday, 11:00 am - 1:00 pm during the academic year. During summer school, and when school is not in session, the bank is open on an abbreviated schedule each day.

Local Banks: We encourage students to have a checking account in a local bank in order to establish credit and learn financial responsibility. Charlotte residents enjoy all of the benefits of living in the largest financial center between New York and Dallas. High quality banking is within easy proximity. NationsBank, First Union and Wachovia representatives come to

the Queens campus during orientation week to describe their services and to open accounts. All have numerous branches throughout Charlotte and the state of North Carolina -- including branches within a few blocks of the campus.

You may cash personal checks, payroll checks, money orders or checks made payable to you by your parents, spouse or other Queens College students, not to exceed $200 in total. Checks totaling over $200 may be cashed provided the cashier is notified before 2 p.m. the day before. Students who cash checks that are returned to the Student Bank for insufficient funds or any other reason will be charged a $15 return check fee and will have their check-cashing privileges suspended for a minimum of one month's time and until the amount of the check is paid in full. The cashier reserves the right to refuse to cash any check. Please note that you must present a valid Queens College photo I.D. when cashing a check in the Student Bank.

2. BOOKSTORE

The college bookstore is located in the lower level of Morrison Hall. It carries textbooks and supplies needed for classes. In addition, there are health and beauty supplies, greeting cards, small electronics, housewares, snacks, beverages, and Queens clothing and souvenirs. At the begining of each semester, students may charge books and school supplies to their tuition accounts.

3. CAMPUS POLICE

Campus Police officers are North Carolina certified police officers who patrol the campus 24 hours a day and are on duty all year (including holidays). The Campus Police Department, located on the first floor of the Stultz Building, was established to maintain a safe environment for the college community through police, security, safety, and traffic services. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety.

Escort Service: You are encouraged to call ext. 2306 or come by the Campus Police Department to request an escort to or from the parking lots, residence halls, or academic buildings. This service is available 24 hours a day. Emergency Telephones: Telephones are located in each of the parking areas on campus in the yellow boxes marked "phone." These should be used only if you need assistance from Campus Police.

4. CAREER DEVELOPMENT CENTER

When students are asked why they attend Queens College, they often reply, "to get a good job." While there are numerous benefits resulting from a Queens education, getting a solid beginning on your career path is an important one. The Career Center services and programs are offered to students throughout all their undergraduate years to encourage maximum career development benefits. Each year students are asked to complete a Career Center Registration Form which indicates career and graduate school interests. This registration helps involve students in a comprehensive four-year program of career exploration, self assessment, gaining work experience through internships and summer jobs, applying job search skills, and utilizing guidance about graduate schools. Career testing, individual and group counseling, alumni career information appointments, seminars, shadow day programs, career fairs, career software (SIGI) and a career resource library are among the diverse services provided free to College of Arts and Science students and alumni who have graduated within the last five years. A calender of Career Center events and deadlines is published monthly and distributed via campus mailboxes.

Internships: The College has a unique internship program which offers students opportunities to explore careers, gain work experience, learn marketable skills, and develop professional contacts. Currently, the internship program is an optional academic course offered to all CAS students for 1-3 credit hours with a limit of 12 total internship course hours permitted. The faculty has approved a new enhanced internship course which will phase in a graduation requirement for all CAS students to complete a 6-hour internship course with an option to complete up to 12 hours. The classes of 1997, 1998, and 1999 will have the option of completing the 6-hour internship course. Beginning with the Class of 2000, the 6-hours internship course requirement will become effective. Students in the class of 2000 may fulfill this requirement during their junior or senior year.

The Internship Director coordinates the Internship Program from an office located in the Career Center.

To located the best internship sites, you are strongly advised to contact the Intership Office one semester in advance of the semester you hope to begin interning. The Internship enrollment process is much like an independent study course enrollment which takes the completion and approval of several forms from your academic advisor, faculty instructor, and intern employer. Because the internship is an academic credit course, the student intern work hours will count toward the academic course requirement once the student has been officially enrolled in the course and not before. All enrollment

procedures and forms are coordinated through the Intership Office located in the Career Center. The college catalog provides more detailed information. The first step in initiating an internship is to schedule an appointment with the Internship Director at 337-2374.

Part-Time and Summer Jobs: Many students hold part-time and summer jobs in the Charlotte community. The Career Development Center maintains a current listing of job openings and serves as a clearinghouse for students seeking employment locally with some national and international referrals available. Students who seek sporadic employment can sign-up on the part-time job referral list which is sold locally to those wanting babysitters, house/pet sitters, and odd job workers.

On-Campus Recruitment: Employment recruiters and counselor from graduate schools are invited to come to campus to interview and hold information sessions. Students who desire campus interviews for employment must complete the following requirements before becoming eligible to sign up for an interview:

* Submit an updated, Career Center Registration Form;
* Submit an updated, professional resume;
* Complete an interview preparation requirement, such as attending an interview seminar, viewing an interview video, or participating in a mock interview.

After Graduation Plans: Juniors and Seniors are strongly encouraged to develop realistic plans for employment or graduate study. The Career Center staff will help you prepare actions plans which promote successful completion of your goals in a timely manner.

Full-time Jobs: The Career Center staff assist students and recent alumni with their job search by providing:

* Job vacancy notice referral
* Job Fairs
* On-Campus recruitment
* Job search seminars
* Individual job search consultation

Annual Events: The Career Center hosts these annual events:

* Career Center Registration
* Senior Dinner
* Alumni Information Appointments
* Metrolina Job Fair
* Job Search Conference
* Focus on Future

Graduate Schools: Many Queens students desire to continue their studies in graduate school. The Career Center provides guidance to students in selecting appropriate programs, applying effectively for admissions, scholarships, and financial aid options. The Career Resource Library,

seminars, and individual appointments with the Director are offered to help you pursue your educational and career goals.

5. COMPUTING SERVICES

Computing services for both academic and administrative users are coordinated by the staff of the Computing Services Center, located in the basement of Walker Science Building. The Computing Services Center houses the IBM AS/400 central processor and control center for the college's integrated administrative software system and high capacity fiber optic network. This center and network provide distributed computing capabilities to all administrative offices of the college, support for the college's admissions telecounseling center and library's automated operations, as well as access to the Internet for faculty, students, administrators and staff. Faculty members, administrators and staff also have access to individual personal computers with software appropriate to their needs. Student access to computers on campus is provided through the facilities described below.

The Dickson Microcomputer Lab is located in the basement of the Walker Science Building, adjacent to the Computing Services Center. This lab has 20 IBM-compatible 386/486 level personal computers with color monitors. Each PC has network access to the Internet and student E-mail accounts. Software available in the center includes both DOS and Windows operating systems and related application software including DOS Wordperfect and Windows Word, Excel, and MS Works. The lab also includes a mixture of dot matrix and deskjet printers. The lab is used to support academic courses and serves as a resource for faculty and students. The lab is staffed during primary usage times each day and is open on request 24 hours per day when classes are in session.

The GE Computer Service PC Teaching Lab is located on the third floor of the Dana Building. This lab is used exclusively for classroom teaching and is equipped with 20 386/486 PC's with color monitors and deskjet printers. Each PC is equipped to run the Windows operating system and has Microsoft's Office Pro suite of application software available.

The Science Computing Lab and Chemistry Computing Lab are located in the Walker Science Building. This Science lab is used by science and mathematics classes and is equipped with one Pentium and five 386/486 PCs running science and math application and modeling software. The Chemistry lab has one 486 PC used for chemical modeling.

The Writing Lab is located in the McEwen Building. This lab has four 386/486 PC's equipped with word processing software and printers and is used

to enhance student writing skills.

The Psychology Lab is located in the McEwen building. This lab has a combination of Apple Macintosh and IBM compatible PC's, including a 486 PC with SPSS statistical analysis software.

The Curriculum Resource Center and Media Center are located in Everett Library. They have a combination of 386/486 and Apple Macintosh PC's with specialized education software, word processing software, printers and access to the Internet through the campus network.

PC's are available for instructional use in certain classrooms and PC's and printers are also available for student use in each residence hall.

6. COUNSELING CENTER

Queens has professional counselors on staff who are available to you for personal counseling services. The Counseling Center is located in the Health Center building. Appointments may be made by calling 337-2556. Counseling services are confidential. Students are also welcome to drop into the Center to get information, or make appointments.

On Campus Services: The Counseling Center offers individual and group counseling. There is no fee for short term therapy (approximately 10 sessions.) Educational and prevention programming, the resource library, and sponsorship of the Peer Educators are provided through the "Rex Appeals" component of the Center. Some of Queens' counseling support services are listed in the resource directory in the appendix of this Student Handbook.

Student Development staff members, including RCs and RAs, are given some training on helping and making referrals. These individuals can be a first step to students seeking help or support.

Off-Campus Services: Referrals to off-campus psychologists, psychiatrists, support groups, and/or specialist may be made when necessary or requested. The cost of all off-campus services is the responsibility of the individual student. Students may call the Counseling Center for anonymous referrals. Some of the counseling support services in the Charlotte area are listed in the resource directory of the handbook.

Queens is dedicated to students' having positive learning experiences, without any jeopardy to their ongoing mental well-being. If a student demonstrates that he/she is potentially harmful to himself/herself or to others, the student will be required to undergo a psychiatric evaluation.

Personnel in the college counseling center are available to advise the student and his/her family on a suitable plan for assessment and treatment. The student may be given a medical withdrawal (six-month minimum) from the institution, dependent upon the outcome and recommendations of the evaluation. Counseling Center and Student Development personnel are responsible for assessing the student's readiness to return to campus after review of treatment summary and follow up recommendations.

7. EMERGENCY LOAN FUND

A short-term emergency loan fund is available for distribution to students by the Office of Student Development in 203 Jernigan. These interest-free loans, which usually range between $25 and $100, are made to students who first have exhausted all other forms of financial assistance. If a loan is not repaid on the date specified by the student, the amount will be automatically charged to the student's account, and he/she becomes ineligible for another emergency loan for one year. No more than one emergency loan will be granted per semester.

8. FINANCIAL AID

Queens provides several types of financial aid through federal, state and private sources. If you are interested in investigating sources of financial aid, you should make an appointment with a financial aid officer in 102 Burwell.

Since most funds are awarded on the basis of financial need, you (and your parents) are required to submit detailed financial information before your eligibility can be determined. You must be enrolled at least half-time in order to apply for aid. Applications and financial aid data should be submitted early (usually in February prior to enrolling in August) in order to receive first priority for funds. You must reapply for aid annually and must show continued satisfactory academic progress to continue to receive financial aid.

9. FOOD SERVICES

Resident Dining: Morrison Dining Hall is operated for the college by the Marriott Corporation. The dining hall features a variety of food offered in a self service buffet style.

Meal Plan: All resident students are required to purchase a meal plan in the college dining room. Types and costs of available meal plans are outlined in the dining services brochure. During registration of each new term, you

select and pay for the meal plan of your choice. The choice of meal plans can only be made at the beginning of each new term.

Special Dietary Needs: Students who have special dietary needs are encouraged to meet individually with the Dining Service Director. The director will make every attempt to accommodate students who present statements from physicians outlining dietary restrictions or requirements.

Student Involvement: The dining service programs are tailored to meet the requirements of the students. Student involvement in menu planning, services offered, and special events determine the operation of the dining program. Students are actively encouraged to participate in managing our dining program though membership on our Board of Directors. The Board establishes the goals and operational guidelines for our services. Applications for Board membership may be obtained at the dining services office.

Rex Cafe: An upscale fast food restaurant is located in the Trexler College Center. Featured foods include grilled chicken, hamburgers, pizza, salads, freshly baked cookies and pastries, and fruit plates. Late night weekend menus feature appetizer and beverage specials. The Cafe will also be the site of entertainment sponsored by College Union and other student groups. Meal plan participants have the option to use their meal cards in the Cafe.

10. IDENTIFICATION (ID) CARDS

You are issued an ID card by Campus Police when you first enroll at Queens. It serves as a meal card and is your official college identification which should be carried at all times. The card should be presented upon request of any college official. Loss of an ID card should be promptly reported. Replacement cards are issued for $5.
Identification cards and residence hall access cards are non-transferable. Misuse of any form of student identification will be subject to penalty. Replacement cost for access cards (lost or broken) is $10.

11. INSURANCE

The college provides accident insurance for each full-time student, and the cost of the premium is included in the full-time tuition. The college requires proof of health insurance for each full-time student.

A health insurance plan which covers specified visits to the physicians' offices, basic care through the medical clinic used by the college, and limited prescription drugs, is available through the college. It is optional for United States citizens and required of international resident students.

Information regarding this plan is mailed to each student by the college during the summer. It is your responsibility to know what services are covered and to file insurance claims.

College insurance provides protection for college property. It does not cover your personal property. You and your parents should review your insurance plans to be sure that your personal belongings are covered.

12. INTERNATIONAL EXPERIENCE PROGRAM OFFICE

Located on the first floor of McEwen, the International Experience Program (IEP) office provides a variety of services for students.

Study Abroad: In addition to overseeing the international experience study tours, the IEP office houses information about other international educational opportunities, such as a year, semester, or summer abroad.

International Students: The IEP office aids international students with immigration forms, academic advising, and special opportunities in the Charlotte community. International students are invited to visit this office or the Office of Student Development for information or assistance.

13. LIBRARY

The staff of Everett Library is always available to help you use the collections. Please do not hesitate to ask for assistance.

Library Hours: Regular hours during the fall and spring term are Monday through Thursday 8 a.m. to 1 a.m., Friday 8 a.m. to 6 p.m., Saturday 10 a.m. to 6 p.m., and Sunday 2 p.m. to 1 a.m. Schedules for vacation periods, summer, and any other time college is not in session will be reduced, and those for exam periods will be extended. Changes in the schedule will be posted on the front doors of the library.

Collections: Everett Library houses a collection of more than 117,000 volumes and over 600 current periodicals and newspapers. The library is also a selective depository for U.S. government documents. There are two photocopiers, two microform reader/printers in the library. The library provides access to the Internet via Netscape, and several CD-ROM databases index periodicals, newspapers and business sources. The library has an on-line catalog, which will be accessable over the campus network by the spring of 1997.

Check-Out Materials: Students must have a valid college ID to check out material from the library. The person who checks out the material is

responsible for returning it to the library. Fines on overdue materials are $.25 per day, per item. Students will be billed for the cost of lost or non-returned materials. You can avoid fines and bills by renewing your materials at the library or by calling the circulation desk at ext. 2401.

Reserve Materials: Many professors place required reading materials on reserve in Everett Library. In order to use reserve materials you must present a valid student ID card at the desk. The loan period for reserves is 2 hours, unless otherwise specified by the professor. Fines for reserves accrue at the rate of $.10 per hour. Reserve materials are not allowed to leave the building without permission from the professor.

Interlibrary Loan (ILL): You may request materials not available in the library for class assignments. ILL request forms are available at the circulation desk. ILL requests generally take two to three weeks to fill. Any ILL expenses are charged to you. For more information, contact the Public Service Librarian at ext. 2437.

Study Rooms: This is a group study room in the basement of the library which may be reserved for your use. Sign-up sheets for the group study room are posted weekly. The study room is reserved on a first-come, first serve basis.

Computers: The Education Department has a Macintosh lab in the library's Curriculation Resource Center.

Smoking, food, and drink are not allowed in the building.

14. MEDIA CENTER

Located in the basement of Everett Library, the Media Center houses audiovisual equipment, production equipment. Students are allowed to use the Media Center's equipment for class assignments and for college activities. To request equipment, contact the Media Center at ext. 2262.

15. MEDICAL SERVICES

The Irwin-McKay Health Center is open daily 8 a.m. to 4 p.m., Monday through Friday. A registered nurse is on staff to care for the routine medical needs of students, and a physician is on campus twice weekly to see students referred by the college nurse.

NalleCare, an urgent care facility operated by the Nalle Clinic, is located within 15 minutes from campus. The clinic is used to treat students during its scheduled hours (8:30 a.m. until 8:30 p.m., seven days per week) based

on the recommendation of the medical supervisor or the physician on call. The campus is also within a few miles of two major hospitals. A student who requires hospitalization will be admitted to the service of the physician who supervises the campus health center or to the physician on call.

On-Campus Services: All full-time students who pay the comprehensive fee receive services in the Health Center and are charged only for special supplies, equipment or required lab work. Part-time students, as well as faculty and staff who use the Health Center, will be charged on a fee-for-service basis.

To be seen by the nurse, you are encouraged to phone ext. 2220 whenever possible, prior to visiting the Health Center. Students must have an appointment to be seen by the physician.

Based on the nurse's evaluation of your needs, you may be:

- Treated for routine medical care by the campus nurse;
- Referred to the campus physician during his next on-campus hours;
- Referred to the campus physician for treatment in his private practice;
- Referred to NalleCare; or
- Referred to the hospital.

Off-Campus Services: If you need off-campus medical treatment you will be referred to NalleCare, an urgent care facility.

If you need specialized medical treatment you will be referred to a local physician. The costs of treatments and prescriptions are the your responsibility. Students are urged to consult with their family before a he/she undertakes any major treatment. The Health Center nurse will help you make appointments with local physicians and dentists. You must provide your own transportation to the doctor's office.

Hospital or Emergency Department charges are billed to you at your college address. It is your responsibility to cover any off-campus medical charges, including perscriptions, and to file all insurance claims directly with the insurance company.

Health Form: All resident students must have a health form on file. All commuters who plan to use the campus health services must also have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file.

Immunizations: North Carolina state law requires that any student who

does not present physician-validated immunization information must be immunized during the initial 30 days of the semester.
NON-COMPLIANCE REQUIRES DISMISSAL FROM THE COLLEGE.

16. POST OFFICE

The Queens College Post Office is located on the ground floor of the Trexler Center. The Post Office offers all regular postal services with the exception of money orders and outgoing C.O.D. mail. All resident students are assigned a post office box. Off-campus students are strongly encouraged to request a campus mailbox. New students receive notification of their post office box number and combination in the fall and will retain the same number each year.

17. RESIDENCE LIFE

On campus living at Queens offers you the opportunity for growth through involvement in the residential community. The residence halls are more than just a place to live, they are an important aspect of student life. Each residence hall is designed to be a community in itself -- a home away from home in which you should find a place to relax, a group of good friends, a center of activity, and a system of support. The overall atmosphere of each residence hall will be the by-product of the residents and residence hall staff who live there.

Traditional-age students who are candidates for an undergraduate degree must live in a residence hall unless they are residing with a parent or guardian, married, or given special permission for other residence by the Director of Residence Life in 204 Jernigan.

The Student Development Office staff, RCs and RAs are excellent resources regarding campus life. The RCs and RAs live in the residence halls. They are there to meet your needs and to assist in making the experience in the residence halls a positive one. Residence hall regulations are designed to facilitate community living and to ensure safety and privacy for all residents. All Queens students (resident and non-resident) and their guests on campus are expected to abide by these policies and guidelines. Violations of guidelines and policies will be handled by the Student Development staff or through the college judicial process as described previously in this handbook.

18. TREXLER COLLEGE CENTER

Trexler Center construction was completed in the late summer of 1993, making it the newest facility on the Queens campus. The center — site of College Union functions and other campus events — features the following:

- Game room and large screen television;
- Belk Dining Room with seating capacity of 50;
- Cafe Rex; and the
- Student Activities Office.

CHAPTER VIII
STUDENT LIFE AT QUEENS

CONTENT

1. Religious Life
2. Athletics
3. Student Activities
4. Student Government Association
5. Clubs and Organizations
6. Sororities and Fraternities
7. Honorary Organizations
8. Honors and Awards

1. RELIGIOUS LIFE

Queens College has close ties to the Presbyterian Church and takes seriously its mission to provide a climate conducive to the growth and nourishment of lasting religious values. You are given the opportunity to develop or strengthen your own religious beliefs by participating in student fellowship groups, in activities sponsored by student religious organizations, and in weekly campus chapel services.

Belk Chapel on the college campus is open to you at all times. There is a chaplain on the college staff, and chapel services are held weekly and on special weekends during the school year.

Queens encourages its students to attend places of worship in Charlotte, many which actively seek participation by college students. Listed below are the closest places of worship for various denominations; many are located within walking distance of Queens.

Baptist
Myers Park Baptist
1900 Queens Road
334-7232

Catholic
St. Patrick's Cathedral
1621 Dilworth Road, East
334-2283

Church of Christ
Church of Christ
4900 Providence Road
364-0748

Episcopal
Christ Church
1412 Providence Road
333-0378

Greek Orthodox
Greek Orthodox Cathedral
600 East Boulevard
334-4771

Jewish
Temple Beth El V'Shalom
919 Jefferson Drive
366-1948

Lutheran
St. Mark's Lutheran
1001 Queens Road
375-9185

Methodist
Myers Park United Methodist
1020 Providence Road
376-8584

Moravian
Little Church on the Lane
528 Moravian Lane
334-1381

Presbyterian
Myers Park Presbyterian
2501 Oxford Place
376-3695

2. ATHLETICS

Queens College is a member of the NCAA Division II. We are afiliated with the recently formed Carolinas/Virginia Athletic Converence (CVAC), and offer intercollegiate competition in nine sports. The women's teams compete in volleyball, soccer, basketball, softball and tennis. The men compete in basketball, tennis, soccer, and golf.

All nine sports will have "try-outs," and anyone who wants to participate is encouraged to contact the athletic department as soon as possible when the school year begins.

Entrance to all home contests is free for students with a Queens ID.

An expanded intramural program continues this fall. Volleyball, basketball, tennis, weight-lifting, flag football, and more are scheduled. Contact the Intramural Director in Ovens Athletic Center for more information.

Club sport opportunities exist for students interested in sports not offered on a intercollegiate level. Contact the athletic department for more information.

Ovens Athletic Center is the home of the Queens Royals teams. It includes a gym, dance studio, weight room and swimming pool. There are six tennis courts, four of which are lighted. The Physical Education Department makes all facilities available on a regular basis through recreation nights and free swims.

Physical Education Department Staff:

Athletic Director and Men's Basketball Coach -- Dale Layer
Women's Tennis Coach -- Phyllis Pharr
Women's Volleyball Coach -- Chrys Baker
Men's Tennis Coach -- Charles Gordon
Men's and Women's Soccer Coach -- Fred Norchi
Women's Basketball Coach -- Jeannie T. King
Men's Golf Coach -- Sims Reeves
Assistant Soccer Coach -- J.D. Kyzer
Sports Information Director and Women's Softball Coach -- Jeff Aumend
Athletic Department Secretary

3. STUDENT ACTIVITIES

Approximately once a month, the college community pauses to celebrate an event or tradition. These are important occasions, as many were handed down by generations of Queens students.

ANNUAL EVENTS

Welcome Back Weekend -- August 30-31
Queens begins the semester with a summer band party.

Fall Convocation -- September 10
Each fall the college community gathers to open formally the academic year. A ceremonial event, this marks the first academic procession of the year.

Family Weekend -- November 2-3
Parents, guardians and relatives of all Queens students are invited to visit the campus, to meet with faculty and staff members, and to enjoy autumn in North Carolina.

Boar's Head Banquet -- December 4
In the English tradition of Queens College at Oxford University, a boar's head ceremony and banquet are held during the Christmas season.

Casino Party Weekend -- December 7
This weekend includes bands, holiday festivities, and a formal casino party in Morrison Dining Hall.

Moravian Lovefeast and Christmas Tree Lighting -- December 8
The Religious Events Committee of Queens sponsors a Moravian "Feast of Love" each year as part of a North Carolina celebration of Christmas. Following the Lovefeast comes the lighting of the Queens Christmas Tree.

Welcome Back Party -- January 10
This is the official, fun beginning of Spring Term.

Spring Convocation -- January 21
The Honors Convocation is held at the beginning of the Spring Term to recognize those students who earned academic honors the previous term.

Awards Convocation -- April 15
A special convocation is held in the spring to present awards to students for their outstanding contributions and achievements.

Spring Carnival -- April 18-19
Spring Formal is celebrated with a weekend of social activities highlighted by a lawn concert and a formal dance.

Baccalaureate -- May 2
This worship service for graduating seniors is held each year during the graduation weekend. Families and friends are invited to attend.

Commencement -- May 3
Degrees are conferred in a ceremony which marks the climax of a student's college career.

4. STUDENT GOVERNMENT ASSOCIATION

"The purpose of this organization shall be to provide its members with the instruments of self-government and to serve as the guardian of students' rights. The Association shall strive to create a spirit of unity within the Queens community, to develop in its members a sense of individual responsibility, and to promote high standards of integrity and conduct. The Association shall provide channels for the development of legislation, justice, programming, and publications among the students in the Queens College of Arts and Sciences." - from the Student Government Association Constitution and By-Laws, Article II.

Senate -- Handles legislative concerns and interests of the student body:

President -- Marcy Meier
Vice President -- Lauren Thomas
Treasurer -- Jennifer wink
Secretary -- Catherine Furler
Senior Class President -- Clayton Coley
Junior Class President -- Gary Ouillette
Sophomore Class President -- Jene Baclawski
Freshman Class President -- to be elected in the fall
Residence Hall Senators -- to be elected in the fall
Commuting Student Senator -- to be elected in the fall

Honor Council -- Responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge:

President -- Ched Lohr
Vice President -- Dixie Griffin
Secretary -- Heather Honeycutt
Senior Class Representative
Junior Class Representatives
Sophomore Class Representatives

Campus Judicial Board -- Responsible for investigating and acting on any alleged violations of the Honor Code's community pledge:

President -- Jenny Del Checcolo
Vice President -- Jason Winslow
Secretary -- Ercel Carter
Representative(s) from each residence hall.

College Union Board — Responsible for enhancing Queens community life through planning cultural, social, religious, and recreational events and activities:

President -- Nikkeia Kerr
Vice President -- Stewart Varner
Secretary -- Carrie Ochal
Treasurer -- Matt Dillworth

Committees:

Cultural Events Committee
Film Committee
Lectures Committee
Publicity Committee

Recreation Committee
Religious Events Committee
Social Activities Committee
Special Events Committee
Technical Committee

Publications Board -- Responsible for promoting professionalism and interesting student publications:

Queens Chronicle (newspaper)
Signet (literary magazine)

Queens College is the publisher/owner of these media and, as such, has the final responsibility for their operation. Authority to manage these media is delegated to the editors and the advisors, and they are charged with ensuring that the media operate in accordance with the policies and standards of the college and the ethics of the journalistic profession.

Faculty Committee Student Representatives -- Responsible for representing the interests and opinions of the student body on faculty committees. Representatives to all committees are appointed in the fall:

Athletics
Public Safety
Student Life and Curriculum
Honors
Library Awards
Educational Policy
Student Qualifications
Teacher Education

5. CLUBS AND ORGANIZATIONS

The numerous clubs at Queens College play a vital role in further educating a student in his/her major. In addition to holding workshops and hosting speakers specialized in certain fields, these clubs also can serve as contacts for possible internships and career opportunities.

The following clubs and organizations are open to all members of Queens College and are recognized by the college:

Art Club
Baptist Student Union
College Bowl
International Club
Justinian Society (pre-law)
Music Therapy Club
National Association of Accountants
Organization Against Social Injustice and Suffering (OASIS)

Queens College Association of Nursing Students (QCANS)
Queens College Equestrian Team (QCET)
Queens College Gospel Choir
Queens Friends of Lesbians and Gays (Q-FLAG)
Queens College Sailing Club
Student Admissions Core
Students for Black Awareness (SBA)
Young Americans for Political Awareness (YAPA)

For information on clubs, organizations, and campus involvement, see Vanessa Infanzon, director of student activities.

6. SORORITIES AND FRATERNITIES

There are five national sorority chapters on the Queens College campus and one national fraternity chapters. Greek (sorority and fraternity) activities are overseen by the InterGreek Council, and Panhellenic Council formulates and administers rush rules. Order of Omega is the Greek honorary which recognizes leadership and service.

Alpha Delta Pi
Alpha Kappa Alpha
Chi Omega
Kappa Delta
Phi Mu
Pi Kappa Phi

InterGreek Council
Panhellenic Council
Order of Omega

Greek organizations are responsible for upholding and enhancing the spirit of the college and adhering to all policies. Selection and governance of membership is the sole responsibility of each Greek organization.

7. HONORARY ORGANIZATIONS

The following organizations select their membership from students who have demonstrated keen interest and exceptional ability in specific academic areas:

Alpha Psi Omega

The largest dramatic honor society in the country, Alpha Psi Omega began a chapter at Queens in the spring of 1994. Membership is based on points

accrued by working in either the performing or technical aspects of theater. Work may be done at Queens or in professional community theaters.

Beta Beta Beta

The Tau Tau Chapter of the Beta Beta Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The chapter is affiliated with the North Carolina Academy of Sciences. Eligibility for membership is based on academic achievement.

Delta Omicron

Omicron Lambda chapter of Delta Omicron, an international music fraternity, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music, to music faculty, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

Janusian Order

Janusian Order is an honorary organization that was established at Queens in 1937 and includes students selected from the sophomore class on the basis of outstanding leadership, citizenship and scholarship exhibited during their freshman year at Queens.

Mortar Board

Mortar Board is a national honor society. Queens' — the 200th chapter — recognizes those students who have demonstrated not only outstanding scholarship, but who have made significant contributions as leaders.

Phi Alpha Theta

The Alpha Gamma Kappa chapter of Phi Alpha Theta, an international honor society in history, recognizes excellence in the study of history. A member of the Association of College Honor Societies, the society promotes history through the encouragement of research and the exchange of learning and thought among historians. It seeks to bring students, teachers, and writers of history together intellectually and socially. Eligibility is based on academic achievement.

Sigma Theta Tau

Mu Psi at large is a chapter of Sigma Theta Tau International, the Honor Society of Nursing founded in 1922. Students who have completed at least half the nursing major requirements and demonstrate superior academic achievement and leadership potential are invited to join.

Sigma Upsilon
Sigma Upsilon is an honorary fraternity for writers and was founded in 1906.

The Cakes and Ale Chapter at Queens was established in May, 1951. Membership is based on creative literary ability, interest and active participation.

8. HONORS AND AWARDS

The college gives recognition to outstanding students by presenting them with the following honors and/or awards:

Dean's List -- Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work for the term are named to the Dean's List. Students with incomplete in courses are not considered.

Marshals -- The marshals are students who have taken a specified number of courses at Queens and have achieved the highest cumulative average in the rising senior, junior, and sophomore classes. Two marshals will be chosen from both the rising sophomore and junior classes. Three marshals will be chosen from the rising senior class, and the one with the highest class rank will be designated Chief Marshal. The marshals serve as ushers for official college events which include academic processions.

Who's Who Among Students in American Universities and Colleges -- Who's Who recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricular activities, general citizenship and the promise of future potential.

Algernon Sydney Sullivan Awards -- Queens is one of the few colleges that has the privilege of presenting two Sullivan Awards each year -- one to a graduating senior and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders "that the noblest human qualities are those characteristics of health, mind, and conduct which evince a love for helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self interest and spend themselves in the interest of mankind."

In addition to the awards listed above, there are numerous departmental awards given each spring at the Awards Convocation.

CHAPTER IX
ACADEMIC PROGRAM

CONTENT

1. Academic Program
2. Academic Honors
3. Academic Probation
4. Class Attendance
5. Final Grades
6. Midterm Grade Warning
7. Vacation Breaks
8. Access to Records
9. Responsibilities of College
10. Public Record
11. Confidential Record
12. Official Records
13. Academic Grievances

1. ACADEMIC PROGRAM

Academic Advising

Every degree candidate at Queens is assigned a faculty advisor. Freshmen are advised by their Liberal Learning professor. As your academic plans solidify, faculty advisors are assigned according to your academic interest.

Prior to registration for each term, you will meet individually with your faculty advisors to discuss course offerings, to plan internships and/or honors projects, and to arrange course schedules.

There is a Coordinator of Student Academic Advising (Burwell Hall) who serves on the staff of the Vice President for Academic Affairs. The coordinator is available to meet with you at any time in order to answer questions about your academic work.

2. ACADEMIC HONORS

When you have been named to the Dean's List or have received some other academic honor, the Vice President for Academic Affairs notifies you and your parents or guardians (hereafter referred to as parents) by letter.

3. ACADEMIC PROBATION AND DISMISSAL

Student Qualifications. The faculty has established standards of satisfactory academic progress which are administrated by its Student Qualifications Committee. This committee reviews the academic record of each full-time student in academic difficulty at the end of Term I and Term II and at the end of Summer Term if the student earned nine credit hours at Queens.

Academic Probation and Dismissal. Students whose cumulative grade-point average falls below the following levels for each class standing are placed on academic probation:

Class Status	Earned Hours	Minimum GPA
Freshman	0-12	1.500
	13-23	1.800
Sophomore	24-37	1.800
	38-51	1.900
Junior	52-70	1.900
	71-89	2.000
Senior	90 or more	2.000

However, students who have a term grade-point average below 1.000 will be subject to dismissal or placed on probation after a review of their records by the Student Qualification Committee.

Students on academic probation may not enroll in more than 15 credit hours in any one term.

Students on probation will be reviewed at the end of each term, including summer term, in which they have earned nine credit hours. Students on probation will be declared academically ineligible to return if they do not earn a term grade point average of 2.000 at the time of review. If the cumulative grade point average is not commensurate with class status, they will be continued on probation for one more term or will be dismissed.

All cases of academic probation and academic ineligibility to return to Queens College are decisions of the Student Qualifications Committee. Such decisions are communicated by the Director of the College of Arts and Science who sends a letter to the student with a copy to the parent(s).

Students have the right to present a written appeal concerning academic dismissal to the Student Qualification Committee. The decision of the committee in regard to the appeal is final.

The Student Qualification Committee will review the records of part-time

and special students after nine semester hours. Part-time students must maintain cumulative averages commensurate with their class status. Special students must maintain a cumulative average of 2.000.

4. CLASS ATTENDANCE POLICY

As a general policy, you are expected to attend all class sessions. Specific attendance policies are set for each course by the individual faculty member and should be printed in the syllabus or announced at the beginning of the term. It is your responsibility to know the attendance policy in a particular course. It is the faculty member's right to lower your grade for excessive or unexcused absences. It is a violation of the Honor Code to be untruthful about class attendance.

The Office of Academic Affairs, the Office of Student Development, and the Student Health Center cannot officially excuse you for a class absence. Those offices will, however, notify faculty members upon request when illness or grave circumstances beyond your control affect class attendance.

5. FINAL GRADES

Final grades are sent out from the Registrar's Office to you at your home address. Grades are not routinely mailed to parent(s)/guardian(s); it is anticipated that the information will be shared. You may request that copies of your grades be sent to your parent(s). The request should be submitted in writing to the Registrar's Office.

6. MIDTERM GRADE WARNING

If you are having difficulty in a course (making a D or F) at the midterm, the instructor may send a midterm grade to the Director of the College of Arts and Science. In turn, a warning letter is sent to you and a copy to your parents. If you are doing satisfactory work (C or better) at midterm, you are not sent grade reports.

It is important to note that the midterm reports are only warning signals and do not become part of your permanent record or in any way affect your academic standing. It is still quite possible for you to improve your grade to a satisfactory level during the second half of the term.

7. VACATION BREAKS

It is expected that you will make travel plans at break times which do not conflict with scheduled tests, exams, classes, labs, or assignments. Faculty

members have been requested not to adjust the course requirements to suit individual travel arrangements.

8. ACCESS TO RECORDS

Queens College recognizes that the Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment), as amended, does not intend to exclude release of information regarding a dependant students' academic progress/grades to their parent(s) if such information is requested. Queens College also recognizes your right to specify that information regarding progress/grades not be released to parent(s). Written notification must be made to the Registrar.

9. RESPONSIBILITIES OF THE COLLEGE

It is the responsibility of the faculty to turn in a grade sheet for each course taught and to do so within the time set by the Registrar. It is the responsibility of the Registrar's Office to compile and retain these records on a student-by-student basis and to make sure such information is available in accordance with federal and state laws and with existing college policies. Note: Such materials as grade sheets are considered by the college to be confidential. Work-study students may be exposed to such material, but are bound by the Honor Code to keep such information in strictest confidence. If a breach of confidentiality occurs, it is considered an honor violation and will be referred to the CJB for action.

10. PUBLIC RECORD

The following information concerning individual students is considered Directory Information and is public: full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, and religious affiliation. This information may be released or published without the student's consent. However, students who do not wish this information to be released or made public may inform the Registrar's Office, in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. You should understand that if you withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

Requests for student data from agencies such as HEW, OEO, and research agencies may be honored in anonymous form without prior approval from the student.

11. CONFIDENTIAL RECORD

All personally identifiable materials on particular students which are used to make decisions about students, or used for transmittal to others outside the college, and which are other than public material, as defined above, are considered confidential. Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work. If work-study students are exposed to such material and release such information without permission, a breach of confidentiality has occurred. This is deemed an honor violation and will also be referred to the CJB for action. The student may be subject to dismissal from the work study position.

12. OFFICIAL RECORDS

Each enrolled or former student of Queens College has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: All files on individual students are destroyed five years after the student leaves the college. Only the transcript is kept indefinitely.)

Official records are released only with the written permission of the student. Access by the student to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's Office.

The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request.

Official records include materials on students, relating to their status as students, that are held by any office of the college and are intended for use of the college or are made available to parties outside the college.

A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without

written permission of the student. Records will be kept in offices whose functions require such information.
Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by faculty members or administrators as aids to memory but not intended for transmittal to others.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

13. ACADEMIC GRIEVANCES

The substantive judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of hearings regarding academic grievances. A student may challenge only the actual and objective elements of the content of student records (discrepancies in computation and transcription of grades), but not the qualitative and subjective elements of grading.

a. You should initiate the challenge process by the end of the first month in the following term in which the disputed record entry occurs by consulting with the faculty member concerned in the hope that satisfactory agreement may be reached.

b. If a satisfactory agreement is not reached, you should consult with the chairman of the division in which the record dispute has occurred.

c. If a satisfactory agreement is still not reached, you should consult the Vice President for Academic Affairs. However, normally there is no further appeal.

CHAPTER X
PROBLEM SOLVING AT A GLANCE

The following chapter is designed much like the owner's manual to a stereo or television. Just locate the word or phrase which most closely describes the question you have and follow-up with the office or person listed.

CAMPUS RESOURCE DIRECTORY

IN CASE OF ANY EMERGENCY: PLEASE CALL PUBLIC SAFETY AT 337-2306. IF DIALING FROM A 337 EXTENSION, DIAL LAST 4 DIGITS ONLY: 2306

Question...	Contact...	Located in...	Or call...
Absences	Your instructor		
Academic Advising	Your advisor Cathy Marks	Academic Affairs 203 Burwell	2508
Academic Records	Ms. Cathy Marks	Academic Affairs 203 Burwell	337-2508
Address Change	Ms. Barbara Wilson	Registrar's Office 101 Burwell	337-2211
Admissions	Dr. Richard Ranki	Admissions 210 Burwell	337-2321
Adult Programs	Ms. Katie Wireman	Adult Admissions 105 Burwell	337-2392
Advisors, Assignment of	Ms. Cathy Marks	Academic Affairs 203 Burwell	337-2508
Alumni Activities	Ms. Adelaide Davis	Alumni Affairs 208 Burwell	337-2214
Athletics	Mr. Dale Layer	Athletic Department Ovens Gym	337-2509
Audiovisual Equipment	Mr. Carl Crawford	Media Center Everett Library	337-2262
Automobile	Campus Police Dispatcher	Campus Police 1st Floor Stultz Building	337-2306
Banking Services	Ms. Amy Ankenbrook	Student Bank 111 Jernigan	337-2336

Bills and Fees	Ms. Sandra Anderson	Business Office 111 Jernigan	337-2350
Books and Supplies	Ms. Pam Brownscombe	Bookstore, Morrison Basement	337-2413
Campus Services	Mr. Tim Estep	Campus Services	337-2424
Career Planning	Ms. Len Brinkley	Career Center Blair Building	337-2337
Chapel	Rev. Dr. Diane Mowrey	Chaplain Belk Chapel Watkins 206	337-2291 (or) 337-2304
Check Cashing	Ms. Amy Ankenbrook	Student Bank 111 Jernigan	337-2336
Choral Organization	Dr. James Glenn	Music Department 225 Fine Arts	337-2341
Class Scheduling	Your advisor		
Clubs and Organizations	Ms. Vanessa Infanzon	Student Activities 208 Jernigan	337-2281
Computing Services	Ms. Juli Treadway	Computer Center Walker Science Basement	337-2323
Counseling	Ms. Katherine Townsend	Counseling Center	337-2556
Alcohol	Counseling Center		337-2556
	Chemical Dependency Center		376-7447
	Alcoholics Anonymous		332-4384
Chemical Dependency	Counseling Center		337-2556
	Chemical Dependency Center		376-7447
	Drug Education Center		357-3784
	Narcotics Anonymous		379-0440
Eating Disorders	Counseling Center		337-2556
Gay/Lesbian Issues	Counseling Center		337-2556
	Time Out Youth		377-3399
General	Counseling Center		337-2556
	Student Development		337-2226
	SupportWorks		331-9500
Rape/	Counseling Center		337-2556
Pregnancy	Rape Crisis Center	24-hour Helpline	375-9900
	Planned Parenthood		337-0841
Development	Richard Rankin	Development 210 Burwell	337-2321

Dropping/Adding Courses	Ms. Kaye Noe	Registrar's Office 101 Burwell	337-2211
EMERGENCIES	Campus Police Dispatcher	Campus Police Stultz Building	337-2306
Employment	Ms. Len Brinkley	Career Development Blair Building	337-2337
Escort Services	Campus Police Dispatcher	Campus Police 1st Floor Stultz Building	337-2306
Facilities/Reservations			
Classrooms	Ms. Camille McDowell 201C Burwell	Academic Affairs	337-2554
General	Ms. Sarah Carson	Special Events Withers House	337-2560
Financial Aid	Ms. Eileen Dills	Financial Aid 102 Burwell	337-2230
Food Service	Ms. Mike Nagorka	Marriott, Morrison Dining Hall	337-2409
Fraternities	Ms. Gene Burton	Student Development 203 Jernigan	337-2227
Grades	Ms. Kaye Noe	Registrar's Office 101 Burwell	337-2211
Graduate School Enrollment	(See Adult Programs)		
Graduate School Advising	Ms. Len Brinkley	Career Center Blair Building	337-2337
Graduation Requirements	Ms. Marcia Stefan	Registrar's Office 101 Burwell	337-2211
Graduate/Professional Test Preparation	Ms. Nancy Goode	Continuing Education Withers House	344-0040
Guest Housing	Ms. Melanie Cashio	Student Development 203 Jernigan	337-2226
Health Services	Ms. Amy Lindsley, RN	Health Center	337-2220
Honor Code Violations	Appropriate Judicial Board VP Mr. Eric Baldwin	Student Development 204 Jernigan	337-2455
Housekeeping	Your RA Ms. Rosalyn Butler	Housekeeping Campus Services	337-2483

Housing	Your RC Mr. Eric Baldwin	Student Development 204 Jernigan	337-2455
ID Cards	Campus Police	Campus Police 1st Floor Stultz Building	337-2306
Insurance (medical)	Health Center Receptionist	Health Center	337-2220
International Students	Dr. Bill Thompson	International Programs 102 McEwen	337-2533
International Study Opportunities	Dr. Bill Thompson	International Programs 102 McEwen	337-2533
Internships	Ms.LaRita Barber	Career Development Blair Building	337-2374
Intramural Sports	Mr. Dale Layer	Athletic Department Ovens Gym	337-2509
Jobs	Ms. Len Brinkley	Career Center Blair Building	337-2337
Library Hours/ Information	Ms. Rosemary Arneson	Everett Library	337-2401
Loans (Emergency)	Ms. Gene Burton	Student Development 203 Jernigan	337-2227
Lost and Found	Campus Police Dispatcher	Campus Police 1st Floor Stultz Building	337-2306
Mail Services	Mr. Fred Williams	Post Office Basement Trexler Center	337-2311
Maintenance	Your RA Mr. Tim Estep	Physical Plant Maintenance Building	337-2406
Major, change of	Your advisor Ms. Cathy Marks	Academic Affairs 203 Burwell	337-2508
Major, choice of	Ms. Len Brinkley	Career Center Blair Building	337-2337
Meal Plan/Card	Ms. Mike Nagorka	Marriott, Morrison Dining Hall	337-2409
Media Center	Mr. Carl Crawford	Everett Library	337-2262
Medical Assistance	Ms. Amy Lindsley, RN	Health Center	337-2220

Minority Programs/ Concerns	Ms. Gene Burton	Student Development 203 Jernigan	337-2227
Hayworth College	(See Adult Programs)		
New Dimensions	(See Adult Programs)		
Operations/Moves Setups	Your RA Ms. Rosalyn Butler	Campus Services	337-2483
Parent Concerns	Ms. Gene Burton	Student Development 203 Jernigan	337-2227
Parking	Campus Police Dispatcher	Campus Police 1st Floor Stultz Building	337-2306
Physically Challenged Students	Ms. Cathy Marks	Academic Affairs 203 Burwell	337-2508
Registration	Ms. Marcia Stefan	Registrar's Office 101 Burwell	337-2211
Religious Life	Rev. Dr. Diane Mowrey	Chaplain Belk Chapel	337-2291
Residence Life	Your RC Mr. Eric Baldwin	Student Development 204 Jernigan	337-2455
Roommate Problems	Your RC		
Safety	Campus Police Dispatcher	Campus Police 1st Floor Stultz Building	337-2306
Scholarships	Ms. Eileen Dills	Financial Aid 102 Burwell	337-2225
Sexual Harassment	Ms. Gene Burton	Student Development 203 Jernigan	337-2227
Sororities	Ms. Gene Burton	Student Development 203 Jernigan	337-2227
Student Activities	Ms. Vanessa Infanzon	Student Development 205 Jernigan	337-2281
Student Government	Ms. Marcy Meier	Student Government Association 205 Jernigan Center	
Study Skills	Ms. Cathy Marks	Academic Affairs 203 Burwell	337-2508

Summer School	Ms. Bonnie Stoffel	Hayworth College 109 Dana Bldg.	2327
Switchboard	Receptionist	Stultz Building	337-2000
Transcripts	Ms. Marcia Stefan	Registrar's Office 101 Burwell	337-2211
Transfer Credit	Ms. Marcia Stefan	Registrar's Office 101 Burwell	337-2211
Tutoring	Ms. Cathy Marks	Academic Affairs 203 Burwell	337-2508
Withdrawals	Ms. Kaye Noe	Registrar's Office 101 Burwell	337-2211
Work/Study	Ms. Eileen Dills	Financial Aid 102 Burwell	337-2225
Writing Center	Ms. Suz-Anne Kinney	McEwen 112	337-2544
Volunteer Opportunities	Vanessa Infanzon	Jernigan Center Office 205	337-2596